Catalog Description: Application of basic coding rules, principles, guidelines, and conventions with emphasis on ambulatory coding. Introduction to CPT-4.

Lecture hours = 3, Lab hours = 0

Prerequisites: HITT1305- Medical Terminology I

Semester Credit Hours: 3
Lecture Hours per Week: 3
Lab Hours per Week: 0
Contact Hours per Semester: 48

State Approval Code: 5107070000

Instructional Goals and Purposes: The purpose of this course is to provide students with knowledge of how to accurately report ambulatory procedure codes through the application of official coding guidelines. Upon successful completion of this course, students will have achieved the goal of being able to effectively identify, understand, and utilize medical codes as they will be applicable to outpatient hospital reimbursement in the field of healthcare.

Learning Objectives:
1. Discuss the format and conventions for CPT/HCPCS and successfully complete class assignments, exercises and exams.
2. Identify and apply current coding practices for CPT-4.

Specific Course Objectives (includes SCANS):
After studying the material presented in the text and online, the student should be able to complete all behavioral/learning objectives listed below with a minimum competency of 70% on assignments and exams.

1. Discuss the format and conventions for CPT/HCPCS and successfully complete class assignments, exercises and exams.
   a. Discuss CPT coding rules and the basic CPT coding guidelines
   b. Distinguish between CPT Codes and National Codes
   c. Identify the purpose and uses of CPT
d. Identify the official publication for CPT coding
e. Differentiate between CPT and ICD-10-CM/PCS
f. Identify the contents of CPT: sections, subsections, subcategory, etc.
g. Differentiate between Category I, Category II, and Category III CPT codes
h. Discuss the purpose of modifiers and state the uses of modifiers for surgical procedures

SCANS 1a-iv. 1a-v. 1b.i. 1bii.1b-iii. 1b-iv. 1b-v. 1c-i. 1c-ii. 1c-iii. 1c-iv. 1c-v. 2a-i. 2a-iii. 2b-i. 2b-ii. 2b-iv. 2b-vi. 2c-i. 2c-ii. 2c-iii. 2c-iv.

2. **Identify and apply current coding practices for CPT-4.**
   a. Demonstrate ability to identify and apply basic CPT coding steps by correctly abstracting pertinent clinical information from operative reports.
   b. Demonstrate ability to identify and apply basic CPT coding guidelines by correctly referencing official coding guidelines to support accurate code assignment.
   c. Demonstrate ability to identify and apply basic CPT coding steps by appropriately appending a CPT code with the correct modifier, as applicable.
   d. Demonstrate ability to code specific types of ambulatory services, which include the following:
      i. Surgery
         1. List components of a surgical package
         2. Distinguish between the CPT definitions of surgical package and Medicare definition
         3. Define National Correct Coding Initiative
         4. Identify guidelines for coding surgical procedures
         5. Differentiate between simple, intermediate and complex wound repairs
         6. Differentiate between surgical and diagnostic endoscopies
      ii. Radiology, Pathology and Laboratory, Medicine, Anesthesia
         1. Assign modifiers associated with radiological procedures
         2. Discuss the appropriate use of organ- or disease oriented panels
         3. Discuss guidelines to identify injections and infusions
         4. Discuss the need for “qualifying circumstances” and “physical status” codes and apply the codes to anesthesiology records.
         5. Identify that a procedure/service has been successfully assigned CPT codes for all of the above listed ambulatory services.
      iii. HCPCS Level II
         1. Identify the structure of HCPCS Level II codes
         2. Discuss the general guidelines for HCPCS Level II coding assignment
      iv. Evaluation and Management Services
         1. Differentiate between a new and established patient
2. Identify the components listed included in the descriptors for the levels of E/M services
3. Assign appropriate E/M code, when provided with a case scenario

SCANS 1a-iv. 1a-v. 1b-ii. 1b-iii. 1b-iv. 1b-v. 1c-i. 1c-ii. 1c-iii. 1c-iv. 1c-v. 2a-i. 2a-iii. 2b-i. 2b-ii. 2b-vi. 2c-i. 2c-ii. 2c-iii. 2c-iv.

Course Content:
Students in all sections of Ambulatory Coding will be required to do the following:
1. Students will demonstrate knowledge of course material by completing course examinations given over lecture and textbook material.
2. Students will complete all daily assignments as instructed.

Methods of Instruction/Course Format/Delivery:
This class is delivered entirely online. You will use the Canvas Learning Management System to access all materials and assignments for this course. The resources provided, for this class, through Canvas include:
- A calendar displaying assignments each week
- Email (totally contained within Canvas)
- Announcements
- Grades
- Learning Modules
- Assignments
- Quizzes

Students should use the Email within Canvas to communicate with the instructor. Using Canvas email gives you access to the instructor and other classmates without having to remember or type email addresses- you must select a name from the list. If you are not able to contact me using email in Canvas, you may use my Panola College email address, contact me by telephone, or stop by my office. I attempt to respond to all email within 24 hours. Please always include a subject line and your name in your email.

Note: Withdrawing from this course is the student’s responsibility. Students who fail to officially withdraw by notifying the Records and Admission Office will receive the grade of “F” in the class. Refer to the College Calendar for the official Last Day to Withdraw.

Academic Integrity: Academic misconduct will not be tolerated. Any incident of academic misconduct will result in a failing grade for the test or assignment.

Assessment:
The following items will be assigned during the semester and used to calculate the student’s final grade:
* Daily Assignments and Participation
You will be assigned daily assignments that you must complete. All assignments are due by the scheduled due date. No late work will be accepted. Additionally, you will be assessed according to your class participation. Class participation is crucial to a thorough understanding of the material presented.

Exams
You will be required to demonstrate what you have learned by completing course examinations. In addition to the regular examinations that you will receive throughout the course, you will be required to complete a comprehensive final examination.

Course Grade:
- Computation Assignments - 20%
- Major Exams - 40%
- Quizzes - 10%
- Final Examination 30%

A= 90- 100
B= 80- 89
C= 70- 79
D= 60- 69
F= Below 60

All of your grades will be posted to Grades in Canvas. Additionally, your midterm grade and final grade will be posted in Campus Connect.

Textbooks (required):
- For current texts and materials, use the following link to access bookstore listings: http://www.panolacollegestore.com

OTHER:
- For testing services, use the following link: http://www.panola.edu/elearning/testing.html
- If any student in this class has special classroom or testing needs because of a physical learning or emotional condition, please contact the ADA Student Coordinator in Support Services located in the Administration Building or go to http://www.panola.edu/student-success/disability-support-services/ for more information.
- Withdrawing from a course is the student’s responsibility. Students who do not attend class and who do not withdraw will receive the grade earned for the course.
If any student in the class has special classroom or testing needs because of a physical, learning or emotional condition, please contact ADA Student Coordinator, in the Martha Miller Administration Building @ (903) 693-1123.

Secretary of Labor’s Commission on Achieving Necessary Skills (SCANS) HITT 1342- Ambulatory Coding

I. BASIC SKILL COMPETENCIES
A. Basic Skills
   i. Reading: Locate, understand and interpret written information in prose and in documents such as manuals, graphs and schedules.
   ii. Writing: Communicate thoughts, ideas, information and messages in writing, and create documents such as letters, directions, manuals, reports, graphs, and flow charts.
   iii. Arithmetic & Mathematical Operations: Perform basic computations and approach practical problems by choosing appropriately from a variety of mathematical techniques.
   iv. Listening: Receive, attend to, interpret, and respond to verbal messages and other cues.
   v. Speaking: Organize ideas and communicate orally.

B. Thinking Skills
   i. Creative Thinking: Generate new ideas.
   ii. Decision Making: Specify goals and constraints, generate alternatives, consider risks and evaluate and choose the best alternative.
   iii. Problem Solving: Recognize problems and devise and implement plan of action.
   iv. Visualize ("Seeing Things in the Mind's Eye"): Organize and process symbols, pictures, graphs, objects, and other information.
   v. Reasoning: Discover a rule or principle underlying the relationship between two or more objects and apply it when solving a problem.

C. Personal Qualities
   i. Responsibility: Exert a high level of effort and persevere toward goal attainment.
   ii. Self-Esteem: Believe in one's own self-worth and maintain a positive view of oneself.
   iii. Sociability: Demonstrate understanding, friendliness, adaptability, empathy, and politeness in group settings.
   v. Integrity & Honesty: Choose ethical courses of action.
II. WORKPLACE COMPETENCIES

A. Resources:
   i. **Time**: Select goal-relevant activities, rank them, allocate time, and prepare and follow schedules.
   ii. **Money**: Use or prepare budgets, make forecasts, keep records, and make adjustments to meet objectives.
   iii. **Material & Facilities**: Acquire, store, allocate, and use materials or space efficiently.
   iv. **Human Resources**: Assess skills and distribute work accordingly, evaluate performance and provide feedback.

B. Interpersonal Skills:
   i. **Participate as Member of a Team**: Contribute to group effort.
   ii. **Teach Others New Skills**.
   iii. **Serve Clients/Customers**: Work to satisfy customers' expectations.
   iv. **Exercise Leadership**: Communicate ideas to justify position, persuade & convince others, responsibly challenge existing procedures & policies.
   v. **Negotiate**: Work toward agreements involving exchange of resources, resolve divergent interests.
   vi. **Work with Diversity**: Work well with men and women from diverse backgrounds.

C. Information:
   i. **Acquire and Evaluate Information**.
   ii. **Organize and Maintain Information**.
   iii. **Interpret and Communicate Information**.
   iv. **Use computers to process information**.

D. Systems:
   i. **Understand Systems**: Know how social, organizational and technological systems work and operate effectively with them.
   ii. **Monitor & Correct Performance**: Distinguish trends, predict impacts on system operations, and diagnose deviations in systems' performance.
   iii. **Improve or Design Systems**: Suggest modifications to existing systems and develop new or alternative systems to improve performance.