Course & Title:

HIM 251: HEALTHCARE COMMON PROCEDURE CODING SYSTEM/CURRENT PROCEDURAL TERMINOLOGY (HCPCS/CPT) CODING

Instructor:
Pamela Chandler, M.Ed., RHIT, CDIP

Academic Complex Office 413

Pamela.chandler@wku.edu

270-745-3087

Contact Information:
The best way to contact me is through email at Pamela.chandler@wku.edu

Credit Hours:
Four semester hours

Prerequisites:
HIM 100 or consent of instructor

Description:
Application of HCPCS/CPT Coding Workbook principles to outpatient reimbursement systems.

Textbooks:
All books are mandatory:

Smith, Gail: Basic Current Procedural Terminology and HCPCS Coding, 2021, ISBN: **9781584268253**, (AHIMA): ahima.org

CPT (Current Procedural Terminology), Professional Edition, Softbound (2020) ISBN: 9781640160491; (American Medical Association); ama-assn.org

Additional Course Resources Utilized:
Computer Software

Examinations:
All exams have to be taken within the time frame given in this syllabus.

Activities/Assignments:
Students will complete assignments in the following areas:

1. Coding exercises and worksheets
2. Coding medical records

3. Computerized coding

*All assignments must be turned in by the due date. Failure to comply with this will result in a zero for the assignment.

When completing work on blackboard, it is the responsibility of the student to make sure the grades are listed on the grade center.

Evaluation:
The final grade will be derived from the following:

Written examinations	80%
Laboratory	20%

The following grading system will be used:

100% - 90%	A
89% - 90%	B
79% - 70%	C
69% - 60%	D
59% - 50%	F

When the 5th week of classes comes around I will send out an announcement reminding you to complete one module per week. Therefore, on Monday September 27th I will be placing a **temporary** zero in all of the assignments that you still need to finish. This will let you know what your grade will be if you don't complete the assignments and quizzes before the First hard stop deadline of October 17th @ 11:59.
As you complete your assignments/quizzes, I will grade all your work up through the deadline of October 17th @ 11:59.

Keep on top of your studies and let me know if I can help you in any way that you may need during the semester.

Attendance Policy:

Students are expected to log into Blackboard and participate each week of class.

With this being said, for the next 16 weeks of the semester each week of class (MODULE) will begin on each Monday and run through Sunday night at 11:59 pm. You MUST get your assignments and quizzes completed and turned into blackboard for the week by each Sunday night at 11:59.

Please start working on your assignments each Monday so that I can Help you with any questions that you may have over the content. There will be a lot of work so please don't procrastinate!

Syllabus Changes:
Class and exam schedules are subject to change according to class progress.

Title IX Sexual Misconduct/Assault:

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's Title IX Sexual Misconduct/Assault Policy (#0.2070) at https://wku.edu/eoo/documents/titleix/wkutitleixpolicyandgrievanceprocedure.pdf and Discrimination and Harassment Policy (#0.2040) at https://wku.edu/policies/hr_policies/2040_discrimination_harassment_policy.pdf.Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121.Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are "Responsible Employees" of the University and MUST report what you share to WKU's Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU's Counseling and Testing Center at 270-745-3159.

Disability Accommodations:
"In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, 1074. The phone number is 270.745.5004(270.745.5121 V/TDD) or email at sarc@wku.edu. Please do not request accommodations directly from the professor or instructor without a letter of accommodation (LOA) from The Student Accessibility Resource Center.

Once disability services/accommodations have been granted and initiated, please contact me with any questions or concerns. Also, if you believe that you are not receiving the disability services to which you are entitled, please address this concern with me immediately so discussion and/or adjustments can occur.

Food Security: Food insecurity is defined as a condition where persons, in this case students, do not have adequate resources to feed themselves, either nutritiously or not at all (USDA, 2013). According to a recent national study (Hunger on Campus, 2016), food insecurity is common at colleges and universities across the country, potentially undermining the educational success of untold thousands of students. If food insecurity is an issue you, or someone you know, help is readily available. Contact the WKU Office of Sustainability at (270) 745-2508 or email sustainability@wku.edu.

Emotional Support: WKU offers confidential counseling for students at the WKU Counseling Center. The best way to schedule an appointment is to visit their office in Potter Hall, Room 409 or by calling their office at 270-745-3159. They are open Monday - Friday from 8:00am - 4:30pm. For emergency and after-hours information, call 270-745-3159.

Rev. 7/2021

HCIS 251-HCPCS/CPT

DATE	TOPIC	LAB
Week one	• Chapter 1-Introduction to Clinical Coding--Read this chapter • Review the powerpoint	• Complete the Chapter 1 Review and submit your work on Bb. • Complete the assignment 1.1 and submit your work on Bb. • Complete Assignment 1 over the book content. Because you are typing in your answers I will have to grade this manually so do not stress if your grade is low when you finish. Blackboard will only recognize the answer as correct if they are exactly as I have them in the answer key. You will receive your points for correct answers. • Take the quiz for Chapter 1.
Week two	• Chapter 2-Application of the CPT System. Read this chapter • Review the powerpoint • Watch: Introduction to CPT • Watch: CPT: The Book • Watch: CPT Editorial Notations	• Work through all the odd # questions in the exercises in your book 2.1-2.7 and ensure that you know how to find the appropriate answer for each of the questions. • Complete the Chapter 2 Review and submit your work on Bb. • Take the quiz for Chapter 2
Week three	• Chapter 3- Modifiers: Read this chapter • Review the powerpoint • Watch this video on Modifiers: https://www.youtube.com/watch?v=LhRu_ZSKcqA	• Complete the Chapter 3 Review and submit your work on Bb. • Take the quiz for Chapter 3.
Week four	• Chapter 4-Surgery: Read pages 65-139 of this chapter • Review up to slide 111 on the powerpoint .	• Work through all the odd # questions in the exercises 4.1-4.25 in your book: • Next you will complete all of the even # questions in the exercises 4.1-4.25 and submit on Bb for a grade. • Take the quiz for the Integumentary system • Take the quiz for the Musculoskeletal system • Take the quiz for the Cardiovascular system

DATE	TOPIC	LAB
Week five	• Chapter 4-Surgery: Read pages 139-189 of this chapter • Starting at slide 112 review the rest of the powerpoint . •	• Work through all the odd # questions in the exercises 4.26-4.47 in your book: • Next you will complete all of the even # questions in the exercises 4.26-4.47 and submit on Bb for a grade. • Complete the Chapter 4 Review: Coding for Facility along with Chapter 4 Review: Coding for Physician Services and submit your work on Bb. • Take the quiz for the Digestive System • Take the quiz for the Urinary system • Take the quiz for Chapter 4
Week six	• Chapter 5-Radiology: Read this chapter • Review the powerpoint . • Chapter 6-Pathology and Laboratory Services: Read this chapter • Review the powerpoint . •	• Work through all the odd # questions in the exercises for Chapter 5 in your book: • Complete the Chapter 5 Review and submit your work on Bb. • Work through all the odd # questions in the exercises for Chapter 6 in your book. • Complete the Chapter 6 Review and submit your work on Bb. • Take the quizzes for Chapters 5 & 6
Week seven	• View a YouTube Video on Ethics • Read and learn the AHIMA Standard of Ethical Coding • Read and learn the AHIMA Code of Ethics	• Complete the Professional Ethics Assignment and submit your work on Bb
Week eight	**All assignments, from modules 1-7, have to be complete by the end of the day on October 17, 2021. Any assignment not completed from those modules will receive a zero.**	**Make sure all assignments are complete for modules 1-7.**
Week nine	• Chapter 7-Evaluation and Management Services: Read this Chapter • Review the powerpoint • Watch the video CPT: E&M Histories • Watch the video CPT: E&M Examinations • Watch the video E&M Medical Decision Making • Watch the video E&M Time	• Work through all the odd # questions in the exercises in your book. • Complete the Chapter 7 Review and submit your work on Bb. • Complete the E/M Basic Worksheet and submit your work on Bb.

DATE	TOPIC	LAB
	• Watch the video E&M Putting it all Together • Study the E/M Table Cheat Sheet that is posted on Bb under this module.	
Week ten	• Chapter 7-Evaluation and Management Services: Read this chapter. •	• Complete the E/M Physician Office Coding Exercise and submit it for a grade on Bb. • Complete and submit the Chapter 7 review. • Take the Chapter 7 Quiz
Week eleven	• Chapter 8-Evaluation and Management Documentation Requirements: Read this chapter and review the PowerPoint. • Chapter 9-Medicine: Read this chapter and review the PowerPoint.	• Work through all the odd # questions in the exercises 8.1-8.7 in your book. • Complete the Chapter 8 review and submit your work on Bb • Complete the Chapter 9 review and submit your work on Bb. • Complete Chapter 8 Quiz • Complete Chapter 9 Quiz
Week twelve	• Chapter 10-Anesthesia: Read this chapter • Review the PowerPoint. • Chapter11-HCPCS Level II: Read this chapter • Review the PowerPoint.	• Complete the Chapter 10 review and submit your work on Bb • Work through all the odd# questions in the exercises 11.1-11.2 • Using the HCPCS Excel Spreadsheet 2017 please complete the HCPCS Coding Exercise and submit on Bb for grading. • • Please complete the APC Assignment and Analysis Lab and submit on Bb for a grade. • Complete the Chapter 11 review and submit your work on Bb. • Complete Chapter 10 Quiz • Complete Chapter 11 Quiz
Week thirteen	• Watch the video: What is a hospital Charge Master • Watch the video: Charge master meaning, definition, explanation • Watch the video: Demystifying the Charge master • Chapter 12-CPT and Reimbursement: Read this chapter	• Complete the lab Charge Master Audit and submit the completed lab on Bb • Work through all the odd# questions in exercise 12.1. • Work through all the odd # questions in exercise 13.1 • Complete the Computer Assisted Coding assignment • Chapter 12 quiz

DATE	TOPIC	LAB
	- Review the PowerPoint. - Complete Chapter 12 Quiz. - Chapter 13-Computer Assisted Coding: Read this chapter - Review the PowerPoint.	
Week fourteen	Complete the coding exercises 1-38 within the Appendix B in your textbook and submit the completed lab on Bb by 11-28-2021	Complete the coding exercises 1-38 within the Appendix B in your textbook and submit the completed lab on Bb by 11-28-2021
Week fifteen	Complete the coding exercises 39-76 within the Appendix B in your textbook and submit the completed lab on Bb by 12-8-2021	Complete the coding exercises 39-76 within the Appendix B in your textbook and submit the completed lab on Bb by 12-8-2021
Week sixteen	**Take the Final Exam and have all assignment completed by 11:59 pm December 8, 2021**	**Take the Final Exam and have all assignment completed by 11:59 pm December 8, 2021**

Revised: 7/2021

Student Learning Outcomes:

At the conclusion of this course, the student should be able to meet the following 2018 CAHIIM Curricula Competencies.

Curriculum Components:

Domain I: Data Structure, Content, and Info Governance

I.5 Utilize classification systems, clinical vocabularies, and nomenclatures.

Classifications, taxonomies, nomenclatures, terminologies, and clinical vocabularies-- *Workbook Exercises*

Principles and applications of coding systems *(such as ICD, CPT, DSM)--Workbook Exercises, APC Assignment, Coding quality monitors and reporting,*

Domain IV. Revenue Cycle Management

I.D. Reimbursement Methodologies

IV.1. Evaluate assignment of diagnostic and procedural codes and groupings in accordance with official guidelines.

Official Coding Guidelines (NCCI edits, UHDDS and other data sets), Coding Compliance, Validation, and Audits)-- *3M Coding System, Workbook exercises throughout the semester, APC Assignment, Coding quality monitors and reporting,*

IV.2. Manage components of the revenue cycle.

Reimbursement Across the Healthcare Continuum, Revenue Management Life Cycle, Coding Compliance and QI (Coding audits, queries, CDI, Fraud detection), Case Mix--*APC Assignment, Chargemaster Assignment, CMS 1500 Audit*

HIM 251 Content

  I.   Introduction To Clinical Coding
 II.   Application of the CPT System
III.   Modifiers
 IV.   Surgery
        a. Surgical Packages
        b. Separate Procedures
        c. National Correct Coding Initiative
        d. Integumentary System
        e. Musculoskeletal System
        f. Respiratory System
        g. Cardiovascular System
        h. Digestive System
        i. Urinary System
        j. Male Genital and Female Genital System

Rev. 7/21

HCIS 251 – Objectives
CPT CODING WORKBOOK:

I. Introduction to Clinical Coding
   - A. Differentiate between CPT, ICD-10-CM, and ICD-10-PCS
   - B. Identify the purpose and uses of CPT
   - C. Distinguish between CPT and HCPCS Level II (National Codes)
   - D. Define Medical Necessity
   - E. Link a diagnosis to the appropriate procedure for professional claims

II. Application of the CPT system
   - A. Describe the general organization of CPT
   - B. Define the common Symbols used in the CPT Coding book
   - C. Interpret conventions and characteristics of CPT:
   - D. Apply the general rules and guidelines for coding assignment
   - E. Given an operative report, abstract pertinent clinical information
   - F. Reference official coding guidelines (CPT Assistant) to support an accurate coding assignment.

III. Modifiers
   - A. Describe the uses of modifiers
   - B. Differentiate between hospital-only and physician -only modifiers
   - C. Distinguish between CPT and National modifiers
   - D. Explain the uses of NCCI edits
   - E. Demonstrate how to use the NXXI file to research codes
   - F. Given a scenario, identify the applicable modifier that may be append to a CPT code

IV. Surgery
   - A. Identify the components of a surgical package
   - B. Distinguish between the CPT and CMS definition of surgical package
   - C. Define and cite examples of "separate procedure"
   - D. Describe the purpose of NCCI edits
   - E. Given an operative statement or operative report, apply coding guidelines and abstract clinical information to assign correct codes

V. Radiology
   - A. Describe the use of a hospital chargemaster for radiological services
   - B. Define the term bundling in relationship to radiology coding
   - C. Explain the concept of "supervision and interpretation" as it applies to radiological services
   - D. Identify the subsections under Radiology in the CPT code book
   - E. Differentiate between technical components and professional components
   - F. Define contrast
   - G. Given pa procedural statement or radiology report, assign CPT codes

VI. Pathology and Laboratory Services
   - A. Describe the use of a chargemaster file for billing pathology/laboratory services
   - B. Describe the format of an organ-or disease-oriented panel

      C.   Explain the use of U codes

VII.   Evaluation and Management Services
- A. Describe the format and organization of E/M services
- B. Differentiate between a new patient an an established patient
- C. Identify Key components for levels of E/M services
- D. Given a scenario, assign the correct E/M codes(s)

VIII.   Evaluation and Management Documentation Requirements
- A. Describe the documentation requirements for E/M code assignment
- B. Identify the documentation elements for history, examination, and medical decision making
- C. Translate elements of documentation to auditing format
- D. Given a scenario, identify documentation requirements to support E/M code selection

IX.   Medicine
- A. Describe coding guidance for reporting immunization
- B. Explain coding principles for coronary therapeutic procedures (angioplasty, cardiac catheterization)
- C. Describe the hierarchy system for coding injections and infusions
- D. Differentiate between coding wound care management and surgical debridement (from the Integumentary System subsection for Surgery section)

X.   Anesthesia
- A. Apply qualifying circumstances and physical status codes to anesthesiology services
- B. Differentiate between types of anesthesia
- C. Identify the two common methods for reimbursement of anesthesiology services
- D. Given an operative statement, assign CPT codes for anesthesia

XI.   HCPCS Level II
- A. Identify the structure of HCPCS level II codes
- B. Describe the use of HCPCS Level II modifiers
- C. Apply general guidelines for HCPCS Level II coding assignment
- D. Given a procedural statemen, assign CPT codes and/or HCPCS codes
- E. Validate HCPCS Level II coding assignments

XII.   CPT and Reimbursement
- A. Describe the function of Medicare Outpatient Code Editor
- B. List the three elements used to calculate physician payment
- C. Using the Physician Fee Schedule Look-Up tool, retrieve reimbursement information
- D. Given a coding scenario, audit the coding that was performed and calculate reimbursement

XIII. Computer Assisted Coding
- A. Define computer-assisted coding
- B. Identify coding skills for using CAC technology

C. Given a simulated CAC exercise, review documentation and determine the CPT coding assignment

Rev. 7/21