

Syllabus	
HIM 170	Credit Hours 3 lecture + 1 lab
Physician Coding: HCPCS & CPT	

DEPARTMENT: School of Health Sciences

COURSE DESCRIPTION

This course is a study of the official coding rules, guidelines, and classification systems for assigning valid diagnostic and procedure codes. Students will abstract health information according to regulatory guidelines for ambulatory hospital coding. The differentiation of correct codes in an outpatient hospital and physician office setting will be covered. Students will focus on proper utilization of current official coding rules and guidelines using virtual training management systems software. Out-of-class laboratory time is required.

Prerequisite: HIM 130

REQUIRED TEXTBOOKS



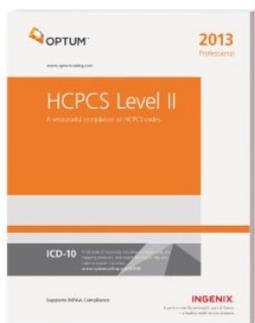
Current Procedural Terminology (CPT) 2013 Professional Edition

ISBN: 1285341317 (the 2 books are purchased as a bundled set)

Publisher: AMA Press (purchased through Ingenix)

Copyright: 2013

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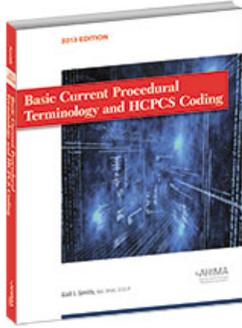


HCPCS Level II, 2013 Professional Edition

ISBN: 1285341317 (bundled text)

Publisher: Optum/Ingenix

Copyright: 2013



Basic Current Procedural Terminology/HCPCS Coding, 2013 Edition

ISBN # : 9781584264002

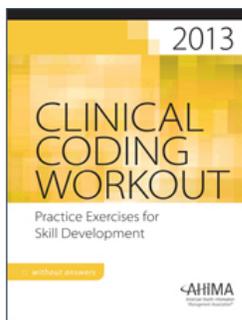
Publisher : AHIMA Press

Copyright : 2013

Author Gail I. Smith, MA, RHIA, CCS-P

Key Features

- Complete explanation of symbols and formatting used in CPT/HCPCS coding, providing a foundation for learning and application
- Artwork helps student visualize anatomy and related surgical procedures as they practice coding
- Lesson on use of CPT Assistant to support coding decisions
- Illustration of the connection between coding and reimbursement
- Skill-building exercises for every chapter, plus more than 60 additional Operative Reports in Appendix C
- Detailed chapters on modifiers, HCPCS Level II (National Codes), and reimbursement provide targeted learning for both hospital and physician office coding



Clinical Coding Workout, without answers, 2013 Edition

ISBN # : 9781584264187

Publisher : AHIMA Press

Copyright: 2013

Key Features

- Practice of dual coding in both ICD-9-CM and ICD-10-CM/PCS

- Coding for present on admission and MS-DRGs
- Subsections addressing specific body systems and diseases, providing targeted practice
- Case studies with multiple choice and open-ended questions that address skills at all levels

CODING DESK REFERENCE MATERIALS:

ALL AVAILABLE ON THE VIRTUA LAB ENCODER SOFTWARE

- *3M Encoder*,
- CPT Assistant (available on 3M Encoder).
- Coder’s Desk Reference (available on 3M Encoder).

COURSE OBJECTIVES

- Analyze and correct errors in coding and sequencing.
- Demonstrate the steps in a coding quality study.
- Select appropriate codes within HCPCS (Levels I & II).
- Follow appropriate guidelines & procedures as they apply to CPT.
- Use of CPT codes and select appropriate codes within the specific organ system.
- Apply appropriate guidelines to the components of the billing process.
- Evaluate coding compliance initiatives and regulatory requirements.
- Interpret and apply ambulatory payment classification systems and its impact on ambulatory coding and reimbursement.

PERFORMANCE ASSESSMENT

The following Domains, Subdomains, and Task Competencies of the health information technology profession are addressed in this course. With a minimum accuracy of 76%, the student must demonstrate acceptable performance via application exercises, quizzes and exams.

AHIMA Academic Domains/Sub domains

Domain 1: Health Data Management

Subdomain 1.a: Health Data Structure, Content, and Standards

Task 1.a.1: Collect and maintain health data (such as data elements, data sets, and databases).

Task 1.a.2: Conduct analysis to ensure that documentation in the health record supports the diagnosis and reflects the patient’s progress, clinical findings, and discharge status.

Task 1.a.4: Verify timeliness, complete ness, appropriateness of data and data sources for patient care, management, billing reports, registries, and/or databases.

Subdomain 1.c: Clinical Classification Systems

Task 1.c.1: Use and maintain electronic applications and work processes to support clinical classification and coding.

Task 1.c.2: Apply diagnosis/procedure codes according to current nomenclature.

Task 1.c.3: Ensure accuracy of diagnostic/procedural groupings such as DRG, MS-DRG, APC, and so on.

Task 1.c.4: Adhere to current regulations and established guidelines in code

- assignment.
- Task 1.c.5: Validate coding accuracy using clinical information found in the health record.
- Task 1.c.7: Resolve discrepancies between coded data and supporting documentation.

Subdomain 1.d: Reimbursement Methodologies

- Task 1.d.1: Apply policies and procedures for the use of clinical data required in reimbursement and prospective payment systems (PPS) in healthcare delivery.
- Task 1.d.4: Use established guidelines to comply with reimbursement and reporting requirements such as the National Correct Coding Initiative.
- Task 1.d.6: Ensure accuracy of diagnostic/procedural groupings such as DRG, APC, and so on.

Domain 4: Information Technology & Systems

Subdomain 4.a: Information and Communication Technologies

- Task 4.a.2: Use common software applications such as spreadsheets, databases, word processing, graphics, presentation, e-mail, and so on in the execution of work processes.
- Task 4.a.3: Use specialized software in the completion of HIM processes such as record tracking, release of information, coding, grouping, registries, billing, quality improvement, and imaging.

RHIT Exam Competencies

Domain 2: Coding (18%)

1. Apply all official current coding guidelines
2. Assign diagnostic and procedure codes based on health record documentation
3. Ensure physician documentation supports coding
4. Validate code assignment
8. Review and resolve coding edits (i.e. correct coding initiative, outpatient code editor, National Coverage Determination, Local Coverage Determination, etc.)
12. Validate grouper assignment (i.e. MS-DRG, APC, etc.)

Domain 3: Compliance (16%)

9. Evaluate medical necessity (CDMP – clinical documentation management program)
11. Evaluate medical necessity (Outpatient services)

Knowledge Statements*

3. Medicine
 - a. Anatomy

- b. Physiology
 - c. Pathophysiology
 - d. Medical Terminology
 - e. Pharmacology
5. Abstracting

*Knowledge statements are identified through other courses taken in the program, but they are further applied in the concepts in this course

STUDENTS WITH DISABILITIES:

Students with documented disabilities (physical, emotional, learning and/or others) who believe that they may need accommodations in this class are encouraged to contact the Coordinator for Student Disability Services in Room 139, extension 120, as soon as possible to arrange for such accommodations.

LIBRARY INFORMATION:

Articles:

As an MWCC student, you have access 24 hours a day to more than 80 LaChance Library online article databases. To get to these resources and find articles scholarly/academic journals, magazines, newspapers, reference books, and e-books, visit the Library web page, <http://library.mwcc.edu>, and click **FIND ARTICLES**. In order to access the Library's online research databases from an off-campus location, you will be prompted to log-in with your library barcode number or student ID number and last name in all **CAPITAL LETTERS**.

Books, Videos, CDs, etc.:

In order to find books, videos, etc. on a topic, you will need to use the Library catalog, located on the Library's webpage (<http://library.mwcc.edu>). Look for the **FIND BOOKS & MORE** link. You may arrange to pick up items at either the LaChance Library or your public library.

For assistance in locating articles, books or other information sources please contact us:

- By telephone: 1-888-884-6922 (toll free)
- Via email: library@mwcc.mass.edu (account is checked at least once daily at 7:30 am, Mon-Fri)
- Using chat: Visit the **ASK A LIBRARIAN** page at: <http://subjectguides.mwcc.edu/ask>
- In person, at the LaChance Library (Gardner Campus), Leominster Student Success Center and the Devens Learning Center when open. Hours can be found at: <http://mwcc.edu/lib/about/hours/>.

ACADEMIC SUPPORT CENTER INFORMATION:

Tutoring: Students in need of tutorial services are encouraged to contact the Academic Support Center. Tutorial services are provided free of charge to enrolled students and include face-to-face and e-tutoring (online tutoring), drop in help with math and writing, subject tutoring (sciences, business, accounting, etc.) as well as other services. If you have questions, or wish to set up an appointment, you may contact:

Administrative Assistant, Academic Support Center, 978-630-9333.

ETutoring is available to students through iConnect and provides tutoring in subjects such as writing, math, biology, chemistry, anatomy & physiology, statistics and accounting. Assistance is available via chat, email and also an online writing lab where students can upload drafts of papers and receive feedback. To see the current schedule of eTutoring visit:

<http://www.etutoring.org/public/schedule.cfm?sys=91>.

For information about either library or tutoring services please contact Heidi McCann, Dean of Library and Academic Support Services – hmccann@mwcc.mass.edu or 978-630-9126.

ACADEMIC HONESTY & PLAGIARISM:

Students are responsible for knowing Mount Wachusett Community Colleges' policy on academic honesty and plagiarism, found at <http://mwcc.edu/catalog/academic-and-grading-policies/>. In sum, it is against policy to submit work with the deliberate intent to deceive or to cheat. Plagiarism is not tolerated at the College.

WITHDRAWAL FROM A COURSE:

You may formally withdraw from this course through the 60% point of the semester/cycle as indicated on the academic calendar – the academic calendar is posted at <http://mwcc.edu/academic/academic-calendar/>. A grade of “W” will be recorded on your transcript. A grade of “W” will count as credits attempted but not completed, but will not impact QPA. You are required to speak to me or your assigned advisor before withdrawing from this course. The procedure for course withdrawal includes getting the proper form from the Advising Center in Gardner or from the receptionist at our branch campuses (Leominster, Devens, Burbank), bringing the form to me or your assigned advisor, and returning the signed form to the Advising Center or branch campus. **Please be advised that ceasing to attend a class may result in me initiating the withdrawal from a class prior to the 60% point of the semester/cycle.** Course withdrawals will not be processed after the 60% point of the semester/cycle. If you stop attending after the 60% point of the semester/cycle, you will receive an F grade. F's are averaged into the QPA for all students. Any withdrawal may affect progress toward degree and future eligibility to receive financial aid. Contact the record's office for information on your student records. Administrative action Forms are available for withdrawal after the 60% point of the semester/cycle as a result of extenuating circumstances. Student may obtain an Administrative Action form in the records office or online at <http://mwcc.edu/wp-content/blogs.dir/1/files/2013/01/Administrative-Action.pdf>. Documentation of the extenuating circumstance must be submitted with the form for this appeal to be reviewed.

COURSE OUTLINE

- I. The format and application of CPT codes

- II. Modifiers
- III. Surgery Section
- IV. Radiology Section
- V. Pathology and Laboratory Services
- VI. Evaluation and Management Services; describes non-invasive procedures used to diagnose and determine treatment for patients.
- VII. Medicine Section
- VIII. Anesthesia
- IX. HCPCS Level II Codes
- X. Billing Procedures in Ambulatory Settings

PERFORMANCE ASSESSMENT

This course is designed to complement the AHIMA National Model Curriculum Map for HIT programs. The following Domains, Subdomains and Task competencies are addressed in this course. With a minimum accuracy of 76%, the student must demonstrate acceptable performance via lab exercises, assignments, quizzes and exams.

EVALUATION

Course grade will be determined as follows:

A. Assignments	25%
B. Discussion Boards	15%
C. Exercises	20%
D. Quizzes	20%
E. Final Exam	20%

Grading Scale:

The college uses the following grading system:

Letter Quality

Grade Points

A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D+	1.30
D	1.00
D-	0.70
F	0.00

Active Engagement Rubric

Each week, the class will focus on a given topic to discuss and investigate. Students will participate either through in-class debates, or by posting discussions in the learning management system. Possible grade is between 100 and 0. Below is an example of how student gets from F to A on active participation/course discussion

Grade	100 points	80 points	60 points
Organization	Comments are well organized and reflect student has read materials	Comments can be followed, but may be based on experience or reflects responding to others	Comments/participation/ is disorganized or sporadic
Quality of Information	Comments demonstrate student understands the topic information. New information or insights are offered.	Comments show student is trying to relate topic to weekly readings.	Comments drift from topic, tend to be generic and add little or no value to the dialogue.
Sources	Comments are supported by one or more referenced citations - supports ideas with facts/quotes	May use a citation, or makes reference to personal work experience to support an idea	Makes a post but it is unsupported by citation or experience, and is very brief.
Participation	Student participates four or more times during the discussion period	Student participates at least twice with an original comment and at least one reply/reaction to another student.	Student comments or posts once. Non-participation = 0

HIT 170 Course Outline (15 Modules)

HIT 170 Lecture Topics & Readings	HIT 170 Lab Topics	HIT 170 Lab Assignments
<p>MODULE 1</p> <ul style="list-style-type: none"> - Introduction to Clinical Coding - Application of the CPT System <p>Read Smith CH 1: 1 – 13</p>	<ul style="list-style-type: none"> - How to use the Workbook, Textbook, and the Coding Books <p>Introduction to Clinical Coding</p> <ul style="list-style-type: none"> - Apply terminology to identify correct coding <p>Topic of the Week: <i>What is the role of CPT Assistant in CPT coding, and where will you find it?</i></p>	<p><i>Orientation Assignment</i></p> <p>CH 1 Smith Quiz</p>
<p>MODULE 2</p> <ul style="list-style-type: none"> - Reimbursement in the Ambulatory Setting <p>Read Smith CH 2: 17 – 40</p> <p>Read Smith CH 11: 261-272</p>	<p>Working with CPT symbols and conventions</p> <p>Reimbursement</p> <p>Topic of the Week: <i>What is the NCCI, and why do we have it?</i></p>	<p>CCW CH 2 Exercise Questions 2.1 – 2.22 and –</p> <p>CCW CH 2 Exercise Questions 2.64 – 2.90</p> <p>CH 2 Smith Quiz</p>

<p>MODULE 3 - The Use of Modifiers</p> <p>Read Smith CH 3: 41 – 51</p>	<p>- Modifiers</p> <p>Topic of the Week: <i>Describe what coding for medical necessity means, and how it is accomplished.</i></p>	<p><i>Graphical Assignment</i></p> <p>CCW CH 2 Exercise Questions 2.408 – 2.427</p> <p>CH 3 Smith Quiz</p>
<p>MODULE 4 - Surgery</p> <ul style="list-style-type: none"> • Integumentary • Musculoskeletal • Respiratory <p>Read Smith CH 4: 53-92</p>	<p>- Surgery (Integumentary) - Surgery (Musculoskeletal) -Surgery (Respiratory)</p> <p>Topic of the Week: <i>Does sequencing count when entering CPT coding on the billing form? Give an example.</i></p>	<p>CCW CH 2 Exercise Questions 2.64 – 2.191 and- CCW CH 2 Exercise Questions 2.92 – 2.122 and- CCW CH 2 Exercise Questions 2.123 – 2.146</p> <p>CH 4 Smith Quiz (Part I)</p>
<p>MODULE 5 - Surgery</p> <ul style="list-style-type: none"> • Cardiovascular • Digestive <p>Read Smith CH 4: 93 – 117</p> <p>Read Smith CH 4: 118 – 132</p>	<p>- Surgery (Cardiovascular) - Surgery (Digestive)</p> <p>Topic of the Week: <i>The placement of the phrase “separate procedure” in the code definition is critical to coding – agree or disagree?</i></p>	<p>CCW CH 2 Exercise Questions 2.147 – 2.172 and- CCW CH 2 Exercise Questions 2.173 – 2.195</p>
<p>MODULE 6 - Surgery</p> <ul style="list-style-type: none"> • Urinary • Male/Female Reproductive <p>Read Smith CH 4: 133 – 150</p>	<p>- Surgery (Urinary/Reproductive)</p> <p>Topic of the Week: <i>What is Unbundling and how can it affect a practice?</i></p>	<p>CCW CH 2 Exercise Questions 2.196 – 2.18 and- CCW CH 2 Exercise Questions 2.119 – 2.45</p> <p>CH 4 Smith Quiz (Part II)</p>

<p>MODULE 7 - Surgery</p> <ul style="list-style-type: none"> • Endocrine • Nervous • Eyes and Ears <p>Read Smith CH 4: 151 - 165</p>	<p>- Surgery (Endocrine) - - Surgery (Eye/Ears)</p> <p>Topic of the Week: <i>In your own words, describe what a Surgical Package is.</i></p>	<p>CCW CH 2 Exercise Questions 2.246 – 2.267 and- CCW CH 2 Exercise Questions 2.268 – 2.85 and- CCW CH 2 Exercise Questions 2.286 – 2.328</p> <p>CH 4 Smith Quiz (Part III)</p>
<p>MODULE 8 - Evaluation and Management</p> <p>Read Smith CH 7: 193-224, 275-278</p>	<p>- Principles of Documentation - Criterion for Leveling</p> <p>Topic of the Week: <i>What have you found to be most tricky about EM coding?</i></p>	<p>CCW CH 2 Exercise Questions 2.23 – 2.43</p> <p>CH 7 Smith Quiz</p>
<p>MODULE 9 - Medicine</p> <p>Read Smith CH 8: 225 – 247</p>	<p>- Medicine</p> <p>Topic of the Week: <i>Why is it important to know whether you are coding a new or established patient?</i></p>	<p>CCW CH 2 Exercise Questions 2.378 – 2.407</p> <p>CH 8 Smith Quiz</p>
<p>MODULE 10 - Radiology</p> <p>Read Smith CH 5: 171 – 184</p>	<p>- Radiology</p> <p>Topic of the Week: <i>In your own words, compare Professional vs. Technical Components.</i></p>	<p>CCW CH 2 Exercise Questions 2.329 – 2.351</p> <p>CH 5 Smith Quiz</p>
<p>MODULE 11 - Laboratory & Pathology</p> <p>Read Smith CH 6: 185 - 192</p>	<p>- Lab and Path</p> <p>Topic of the Week: <i>What's the best way to code Panels?</i></p>	<p>CCW CH 2 Exercise Questions 2.352 – 2.377</p> <p>CH 6 Smith Quiz</p>
<p>MODULE 12 - Anesthesia</p> <p>Read Smith CH 9: 249 – 253</p>	<p>- Anesthesiology</p> <p>Topic of the Week: <i>Give an example of Qualifying Circumstances when coding anesthesia.</i></p>	<p>CCW CH 2 Exercise Questions 2.44 – 2.63</p> <p>CH 9 Smith Quiz</p>

<p>MODULE 13 - HCPCS Level II Codes Read Smith CH 10: 255-259</p>	<p>- HCPCS Level II Codes Topic of the Week: <i>In 2003, the rules about HCPCS Level II changed – what happened?</i></p>	<p>Coding References Assignment CCW CH 2 Exercise Questions 3.1 – 3.59 CH 10 Smith Quiz</p>
<p>MODULE 14 Reimbursement in the Ambulatory Setting Read Smith CH 11</p>	<p>Physician based billing Topic of the Week: What are APCs and how do they affect physician revenue?</p>	<p>3M Coding/Grouping Assignment CH 11 Smith Quiz</p>
<p>MODULE 15 Building Competencies & Applying Knowledge</p>	<p>Demonstrate competency reviewing charts and selecting correct codes Topic of the Week: <i>After 15 weeks of intense CPT/HCPCS practice, are you ready to code charts in the physician practice setting?</i></p>	<p>Code Auditing Assignment</p>
<p>Finals Week</p>	<p>Course Evaluation</p>	<p>Complete Final Exam: Ten Case Studies</p>