



Section 1. Proposed Course Outline (A general statement of course content that informs class syllabus construction. Once approved, all sections of a given course must include this content, no matter which instructor teaches the course, or the mode of delivery. Divisions must include this new course outline in the Divisional Course Outline binder as required by COPPs.)

Course Number: **HIM273** Full Course Title for print catalog: **CPT Coding 1**

Abbreviated Course Title for Banner: **CPT Coding 1** (30 character limit)

Prerequisites: HO100 Medical Terminology, HO150 Human Body Systems 1 (or BI232 with a C or better)

Co-requisites: HO152 Human Body Systems 2 (or BI233)

Grade Option: ☒ Graded (with P/NP option) ☐ Pass/No Pass only

Number/Type Credits	Term Minimum Contact	Term Maximum Contact	11-Week Term Contact
3 Lecture	30 hours (lecture credits x 10)	36 hours (lecture credits x 12)	33 hours (lecture credits x 11)
__ Lec/Lab	__ hours (lec-lab credits x 20)	__ hours (lec-lab credits x 24)	__ hours (lec-lab credits x 22)
1 Lab	30 hours (lab credits x 30)	36 hours (lab credits x 36)	33 hours (lab credits x 33)
4 Total credits (sum)	60 Total hours (sum)	72 Total hours (sum)	66 Total hours (sum)

Course Description (1000 character limit):

Study and application of Current Procedural Terminology (CPT) and Health Care Procedural Coding System (HCPCS) coding. Includes coding systems, reimbursement, coding guidelines and standards, evaluation and management, and surgical, radiology, pathology, and laboratory and medicine procedures. Lab hours may include coding practice using both hardcopy worksheets and using online coding applications.

Course Outcomes and Proficiencies

What will the student **know** or **be able to do** at the end of the course?

What **attitudes** related to the subject will the student hold?

Assessments Planned

What evidence will demonstrate that students have achieved course outcomes? (assessment tools may include departmental tests, written products, portfolios, juried performances, quizzes and exams, or alternative assessments such as qualitative studies, capstone projects, external reviewers, etc.)

Upon successful completion of this course, the student will:

1. Explain the relationship and use of the CPT Procedure Code, and HCPC Coding systems.
2. Explain the reimbursement issues, including reference to chart analysis and documentation.
3. Explain coding guidelines and standards.
4. Identify and explain factors and key components of evaluation and management.
5. Assign accurate codes for anesthesia procedures.
6. Assign accurate codes for radiology procedures.
7. Assign accurate codes for laboratory and pathology procedures.
8. Assign accurate codes for medicine procedures.

How each outcome will be assessed:

Assessments, group work, quizzes.

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Course Content by Major Topics

What topics will be presented? What are the main activities of the course? What are the central themes?

(See sample at <http://www.lanecc.edu/cops/format3.htm>.)

Topics to be spread out over the term:

1. Introduction to CPT and HCPC codes
 - a. Organization of CPT coding book
 - b. Levels of HCPCS
2. Reimbursement
 - a. Reimbursement trends
 - b. Medicare regulations
 - c. Local fiscal intermediary regulations (FI)
 - d. Third party payor reimbursement differences
3. Coding Guidelines and Standards
 - a. Coding ethics and regulatory agencies
 - b. Health record documentation and analysis to select and support codes
 - c. Privacy/confidentiality regarding coding and reimbursement, including emphasis on patients' rights
 - d. Use of references important to accurate code assignment
 - e. Proper sequencing of codes
 - f. Proper linkage of CPT/HCPCS codes with ICD-9 codes
 - g. Use of computerized coding systems to properly analyze medical records and obtain proper codes.
 - h. Fraud and abuse in coding
4. Evaluation and Management Codes
 - a. Definitions
 - b. Modifier applications
 - c. Factors and key components relating to evaluation and management
 - d. E/M levels of service
5. Anesthesia Codes
 - a. Types of Anesthesia
 - b. Modifiers
 - c. Formula for anesthesia payment
6. Radiology Procedures
 - a. Description and guidelines for radiology and interventional radiology
 - b. Body systems applications
 - c. Accurate assignment of radiology procedure CPT codes
7. Laboratory/Pathology Procedures
 - a. Description of pathology procedures
 - b. Accurate assignment of pathology CPT codes
 - c. Description of laboratory procedures
 - d. Accurate assignment of laboratory CPT codes
8. Medicine Procedures
 - a. Description of medicine procedures
 - b. Accurate assignment of medicine CPT codes

Section 2. Proposal Information

Course Developer:

Shelley K. Williams

Type of Proposal

☒ New course

Type of Course:

☐ Lower Division Collegiate (transfer)

Reviewed and approved
by: Anjeanette Ransdell,
CCS, and Debbie Smith,
CPC, CPC-P, MCS-P

Date: 12/15/2011

☐ Currently 199 or 299

☒ Professional/Technical (required or elective)

Catalog year to take effect: ☐ Experimental Course

☐ Developmental, numbered below 100

2012/2013

- ☐ 199 Special Studies
☐ 299 Trends
☐ Revised course (If increasing credits, use credit change form)
☐ Reactivated course with no change
☐ Reactivated course with changes

Rationale:

How does this proposal further the goals of the program or department?

Upgrades the HRT Program Coding Career Pathway certificate to today's standards and will prepare students to be successful when testing for the AAPC CPC exam, which has become the standard for an entry level coding career.

What assessment evidence supports this proposal?

HRT Advisory Board members' recommendations, BOLI, current credentialed coding faculty, and American Academy of Professional Coders (AAPC) website. Also, these courses will articulate into the AAS HIM Program which will allow students to be successful earning their RHIT certification, (CAHIM Certification requirements www.ahima.org).

How do you know there is a demand for this course?

Current and past HRT students requesting increased level of education around coding. Advisory Board member recommendations, and the continuing job projections, especially increasing knowledge base required for ICD-10 coding. The days of "on the job training" for coders are becoming a practice of the past as ICD-9 coding is sunset.

Section 3. Curriculum Equity (<http://www.lanecc.edu/cops/curric.htm>)

To promote an environment where all learners are encouraged to develop their full potential, this course will support Lane's Curriculum Equity policy in the following way(s):

This will be an online course available to all LCC students accepted in the HRT Program.

Section 4. For revised courses only: PREVIOUS Catalog/Course Information:

Course Number: _____ Course Title in Banner: _____ (30 characters maximum)

Full Course Title in print catalog:

Prerequisites:

Co-requisites:

Grade Option: ☐ Graded (with P/NP option) ☐ Pass/No Pass only

Number/Type Credits	Term Minimum Contact	Term Maximum Contact	11-Week Term Contact
__ Lecture	__ hours (lecture credits x 10)	__ hours (lecture credits x 12)	__ hours (lecture credits x 11)
__ Lec/Lab	__ hours (lec-lab credits x 20)	__ hours (lec-lab credits x 24)	__ hours (lec-lab credits x 22)
__ Lab	__ hours (lab credits x 30)	__ hours (lab credits x 36)	__ hours (lab credits x 33)
__ Total credits (sum)	__ Total hours (sum)	__ Total hours (sum)	__ Total hours (sum)

Course Description:

What will change? ☐ Course Number ☐ Title ☐ Course Description ☐ Credit hours ☐ Contact hours

Section 5. Support Courses (New Professional/Technical course proposals must complete.)

Professional/Technical courses are tracked within programs for purposes of Carl Perkins funding and budgetary planning. Indicate all degree or certificate programs for which this course will be required.

Program	Division
HRT Program/Coding Career Pathway Certificate	Health Professions

Section 6. Overlap Courses (New course proposals must complete.)

While overlap of course materials is not necessarily a flaw, duplication of course materials may lead to inefficient use of college resources. If there is overlap, the faculty of overlapping courses must agree on the extent of overlap and attach a rationale explaining its necessity.

Indicate all departments/courses that this course may overlap. Division Dean of existing course enters one of two options at right. Note: N/A is not an option.

Options:

1. Approved: overlap is acceptable. Rationale attached.
2. Disapproved: reasons attached.

Division	Course Number / Title	% Overlap	Option	Division Dean of existing course (Signature required for all options)	Date

Section 7. Qualification to fulfill degree requirements (complete all relevant forms, available at <http://www.lanecc.edu/currshed/drrcforms.htm>, and send to Mary Brau for the Degree Requirements Review Committee):

☐ Form(s) applying for the following degree requirement status have been attached. (Only check this box when forms have been completed and attached.)

AAOT, ASOT-Bus, OTM:

- ☐ Arts & Letters
- ☐ Social Sciences
- ☐ Science / Mathematics / Computer Science

AAOT:

- ☐ Ethnic/Gender/Cultural Diversity

AAS, 1-year and 2-year certificates:

- ☐ Human Relations

Section 8. Library Impact Statement

Under accreditation standards, Library consultation is essential for new programs, new courses and for substantively revised courses when the revisions entail any change in library use.

What assignments will require the use of library and information resources?

None. All materials will be provided via text book or online.

Each academic area has a Liaison Librarian (<http://www.lanecce.edu/library/services/liaison.htm>). Contact the designated librarian to discuss the library needs of your course. Please allow the librarian at least one week to assess library resources.

To be completed by Liaison Librarian:

☐ Library resources are adequate to support this proposal.

☐ Additional resources are needed but can be obtained from current funds.

☐ Significant additional Library funds/resources are required to support this proposal.

Liaison Librarian

Date

Section 9. Divisional Approval (To be completed by Division Chair and Administrative Assistant)

Human, Physical, and Financial Resources:

☒ Additional instructional costs (staff, materials, services or facilities) will be incurred to offer this course.

Source of funding: tuition

☒ No additional instructional resources (staff, materials, services or facilities) are needed to offer this course.

Explain: Tuition will cover expenses

Required Certifications:

☐ We have developed minimum course certification standards according to the COPPs procedure "Instructor Qualifications: Credit," to be filed with OISS upon course approval.

☐ We have completed faculty certification form(s) for faculty qualified to teach this course, to be filed with OISS and Human Resources upon course approval.

Fees:

☐ We have completed fee rationale and fee request forms to be submitted to OISS upon course approval, in compliance with the COPPs procedure, "Fees: Special"

☐ No special fees will be required for this course.

Divisional Recommendation:

☐ The Division Chair and Administrative Assistant have reviewed this course proposal and kept a copy for divisional files.

☐ Faculty review of this course was completed within the division on ____ (date).

☐ Pass

☐ Do Not Pass

Administrative Assistant/Coordinator

Date

Division Dean

Date

Section 10. College Approval

Curriculum Committee Chair

Date

Executive Dean

Date

Curriculum Approval

Committee hearing:

Date

Vice President, Academic Affairs, Chief Academic Officer

Date