



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: **HIM275** Full Course Title for print catalog: **CPT Coding 2**

Abbreviated Course Title for Banner: **CPT Coding 2** (30 character limit)

Prerequisites: HIM273 CPT Coding I

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
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):

This course will continue to explore the CPT coding system with the remaining body systems, along with HCPC coding which is essential to healthcare reimbursement and data collection schemes. Additional coding and billing systems may be explored, such as DRG, as applicable. The course is designed to provide students with the current trends and regulatory requirements.

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. Appropriately Interpret information contained in the Current Procedural Terminology (CPT) and Health Care Procedural Codes (HCPCS) guidelines with application to Ambulatory Payment Classifications (APCs).
2. Apply appropriate modifiers to CPT/HCPCS codes.
3. Analyze surgical, laboratory, therapeutic and other hospital source documents to determine services that can be coded.
4. Define terminology, describe components, and assign codes to integumentary and musculoskeletal systems.
5. Define terminology, describe components, and assign codes to respiratory and cardiovascular systems.
6. Define terminology, describe components, and assign codes to digestive system.
7. Define terminology, describe components, and assign codes to urinary/male reproductive system.
8. Define terminology, describe components, and assign

How each outcome will be assessed:

Assessments, group work, quizzes.

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Assessments, group work, quizzes

codes to female reproductive system.	
9. Define terminology, describe components, and assign codes to endocrine/nervous systems.	Assessments, group work, quizzes
10. Define terminology, describe components, and assign codes to ocular and auditory systems.	Assessments, group work, quizzes
11. Assign accurate codes for Ambulatory Payment Classifications (APCs).	Assessments, group work, quizzes
12. Abstract and audit data from medical chart.	Assessments, group work, quizzes
13. Evaluate current reimbursement issues with respect to coding guidelines, organizational and regulatory/governmental policies and procedures for billing and coding with respect to ethical practices and application of confidentiality and privacy policies and regulations, including reference to HIPAA.	Assessments, group work, quizzes
14. Use coding software programs appropriately for coding and reimbursement.	Assessments, group work, quizzes

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:

1. Current Procedural Terminology (CPT), ICD Volume 3, and Health Care Procedural Codes (HCPCS) Guidelines Update
 - a. Differences in coding principles between CPT and ICD Volume 3
 - b. Interpretation of guidelines
2. Modifier Applications
 - a. Outpatient guidelines
 - b. Inpatient guidelines
3. Code for Procedures
 - a. General guidelines
 - b. Analyzing an operative report
4. Integumentary System
 - a. General guidelines/format
 - b. Skin lesions
 - c. Repairs
 - d. Grafts
 - e. Breast procedures
 - f. Other
5. Musculoskeletal System
 - a. General guidelines/format
 - b. Spinal surgery
 - c. Fracture/dislocation treatment
 - d. Hand and foot procedures
 - e. Arthroscopy
 - f. Other
6. Respiratory System
 - a. General guidelines/format
 - b. Endoscopic procedures
 - c. Other
7. Cardiovascular System
 - a. General guidelines/format
 - b. Pacemakers
 - c. Coronary artery bypass
 - d. Arteriovenous fistula procedures

- e. Other
- 8. Digestive System
 - a. General guidelines/format
 - b. Endoscopic procedures
 - c. Hernia repairs
 - d. Intestinal surgery
 - e. Other
- 9. Urinary/Male Reproductive System
 - a. General guidelines/format
 - b. Endoscopic procedures
 - c. Prostate surgery
 - d. Other
- 10. Female Reproductive System
 - a. General guidelines/format
 - b. Laparoscopic procedures
 - c. Maternity care and delivery
 - d. Other
- 11. Endocrine/Nervous Systems
 - a. General guidelines/format
 - b. Skull base surgery
 - c. Spine and spinal cord procedures
 - d. Carpal tunnel surgery
 - e. Nerve blocks/injections
 - f. Other
- 12. Ocular and Auditory Systems
 - a. General guidelines/format
 - b. Cataract surgery
 - c. Strabismus surgery
 - d. Middle ear surgery
 - e. Other
- 13. Interventional Radiology
 - a. Description of procedures
 - b. General guidelines
 - c. Body system applications
- 14. Prospective Payment Systems
 - a. Description of Ambulatory Patient Categories (APCs)
 - b. Application of National Correct Coding Initiative (NCCCI)
 - c. Application of case mix
 - d. Relationship between CPT and ambulatory surgery center payment groups
 - e. Hospital based versus free standing
- 15. Abstracting Data
 - a. Medical chart content
 - b. Chart format
 - c. Use of medical record and reports to ensure quality control and management
- 16. Current Reimbursement Issues
 - a. Code guidelines
 - b. Reimbursement procedures, including RBRVs and RUGS
 - c. Differences and similarities between outpatient and inpatient hospital coding
 - d. Compliance with regulatory and governmental regulations concerning confidentiality and privacy, including HIPAA
 - e. Application of proper guidelines within the organization, including cooperating and educating of staff and health care providers
 - f. Understanding of implications of fraud and abuse
- 17. Computer Applications
 - a. Software programs
 - b. Code determinations
 - c. Reimbursement procedures

Section 2. Proposal Information

Course Developer:

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

Type of Proposal

☒ New course

Type of Course:

☐ Lower Division Collegiate (transfer)

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.lanec.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

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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:

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