HINM 155
CPT Coding
Syllabus
Montgomery College HIM Program

INSTRUCTOR INFORMATION

Terry Tropin, MSHAI, RHIA, CCS-P

Theresa.tropin@montgomerycollege.edu

Office: Health Science 243 (hours by appointment)

Phone: (301) 585-5508 – *Please no calls after 8pm or on weekends. Email is checked on weekends.*

Office HS 243 (hours by appointment)

COURSE DESCRIPTION

HINM 155 is a basic coding course emphasizing the principles and conventions of the CPT clinical classification system used to report physician services provided in outpatient and inpatient settings. Students should have a basic knowledge of human anatomy and physiology in order to succeed in this coding course.

This is a blended course that will meet online and face to face. Completion of all homework and online quizzes is required in order to pass this course.

AHIMA DOMAINS, SUBDOMAINS AND TASKS

The following AHIMA entry-level competencies for health information management at the Associate degree level are assessed in this course:

Domain I. Data Content, Structure and Standards

      Subdomain I.A. Classification Systems

           1. Apply diagnosis/procedure codes according to current guidelines

           2. Evaluate the accuracy of diagnostic and procedural coding

STUDENT LEARNING OUTCOMES

At the end of this course, the student will be able to:

- Understand and describe the format and characteristics of the CPT code books.
- Locate terms in the CPT Index.
- Apply knowledge of CPT conventions, format, symbols, and notes to identify the correct CPT code.
- Read and interpret encounter/visit documentation and operative reports to identify all diagnoses, tests, procedures, and treatment modalities that affect the outpatient encounter.
- Identify the CMS required modifiers for hospital-based outpatient and physician office services.
- Confirm Evaluation and Management (E/M) codes based upon encounter documentation using the E/M guidelines.
- Interpret and implement the information contained in the CPT Section Guidelines.
- State the purposes of a special report.
- Apply unlisted procedures/services codes appropriately.
- Demonstrate proficiency in CPT coding of procedures/services.
- Assign codes that conform to approved coding principles/guidelines.
- Adhere to ethical coding standards.

REQUIRED MATERIALS

Buck, Carol J., Step-By-Step Medical Coding, Elsevier Publishing, 2019

American Medical Association CPT Codebook – 2019 edition

May be purchased at the Takoma Park Campus Montgomery College Bookstore.

NOTES: you can use any edition of the CPT and HCPCS as long as it is the current year. Not having a book at the beginning of the class is no excuse for not completing assignment(s). In this case, you will receive a 0.

FACULTY EXPECTATIONS AND COURSE POLICIES

Course Structure and Instructional Delivery

This course is presented in 6 weeks with a quiz every 2 weeks. There is also a review week (week 7) and Final Course Competency Examination. Each module consists of:

- Readings

- Assignments

Students must complete all unit assignments and the exam to receive a grade in the course.

Class Meetings

This is a blended class. See the schedule for listing of face-to-face and online meetings.

Proficiency Exam

The Proficiency Exam will be administered online.

Assignments

The assignments in this course have been designed for online distance education. Online assignments are listed in the schedule.

HINM 155 METHOD OF EVALUATION

13 Homework Assignments @ 15 points each = 195 points
3 unit quizzes @ 100 points each = 300 points
Final thoughts discussion = 5 points
Total Points = 500

The proficiency exam (worth 125 points) is **not** included in the total points for this course. However, a student must receive a "C" (78%) or better in the course as a whole (374 points out of 480) AND on the course competency exam (97 points out of 125) to successfully complete this course.

Each exam/quiz and proficiency exam is timed. Students who exceed the time allotted for the test will have points deducted from their score. The exception is students who submit an DSS form allowing extra time.

Grading Scale

Percent of Total Points Final Grade

92 – 100% = A

84 – 91% = B

78 – 83% = C

65 – 77% = D

0 – 64% = F

Students must complete all quizzes and the proficiency exam in order to pass this course.

INSTRUCTOR EXPECTATIONS AND HINM COURSE POLICIES

Please read the entire syllabus carefully. These policies and expectations are intended to create a productive learning atmosphere for all students. Notify your Instructor of any questions or concerns regarding the Syllabus.

Communication

The accepted modes of communication with your instructor are the Blackboard course email and your Montgomery College email accounts. It is important that you use these official email accounts to communicate with your instructor. If you need to communicate with your instructor by phone, use the phone number indicated on the course syllabus. Instructors may also specify time limits for receiving phone calls. Emails will be answered within 24 hours on weekdays and 48 hours on weekends. General questions or personal concerns should be sent through Montgomery College email. Messages that relate to course content, assignment, exams, etc. should be sent through Course Mail for that Blackboard course.

Syllabus and Course Changes

The health information management profession is constantly changing and evolving in its practice. Professional associations, accreditation agencies and clinical affiliates may require changes to the HIM Program curriculum, learning outcomes and professional practice requirements. The Health Information Management Program Faculty reserve the right to modify course syllabus, course content and evaluation procedures as

deemed necessary. Notice of changes will be made by announcement via Blackboard. The revised Syllabus will be posted to Blackboard with the appropriate revision date.

Attendance

The attendance policy published in the current Montgomery College catalog/Student Handbook is the policy for this class. Each student is expected to attend all classes. If a student does not attend a scheduled class, it is his or her responsibility to obtain the material missed and make up the work.

Out of fairness to learners who work hard to get high-quality work in on time despite all their personal and professional life challenges, all late work will receive a 15% mandatory deduction daily for no more than 2 days. After 2 days, the work will receive a zero.

Class work must be completed according to the schedule. If you are going to be out of town, you need to ensure access to a computer to access the Dropbox for assignments and to complete quizzes. Internet is available everywhere; there is no reason to miss an assignment. On very rare occasions, computer connections fail during a quiz. Students may request only ONE reset of a quiz during this semester. No late assignments will be accepted after the answers have been released. Make sure you have a back-up plan in case you have computer problems.

Sick Policy

A student may miss an assignment or examination due to sickness. In this case, the student is responsible for sending the Instructor verification from a physician. If no verification is presented, the student will receive a 0 for the assignment or exam.

Participation and Contribution Policy

Montgomery College emphasizes the importance of active participation in courses. Students must establish contact with the course instructor on the course start date. If the student does not submit assignments as directed, the instructor has the right to require the student to drop the course, or be awarded a failing grade at the end of the course unless an approved withdrawal is granted by the instructor.

Students are expected to regularly participate as directed by the instructor. Lack of participation from class for any reason does not exempt a student from completion of all work required for a course. Instructors determine the participation and contribution policy for their classes. It is permissible to use participation and contribution as a factor in determining a student's grade or to lower the amount of credit awarded for a course.

Submission of Course Work

It is the student's responsibility to manage course load and submit assignments in a timely fashion. A course schedule has been developed for this class, which should be used to assist you in managing your time and to help you stay aware of due dates and deadlines. Assignments must be typewritten and submitted via the dropbox on Blackboard or brought to class. For assignments submitted on Blackboard, students must use documents saved in Microsoft Word (.doc or .docx), RFP or PDF. If the instructor cannot open the file, the student will receive a 0. Tests may NOT be repeated at the student's request to raise a grade. Late assignments will NOT be accepted after release of the answers. No extra credit will be awarded.

While it is understood that there may be unforeseen circumstances, do your best to keep your Instructor notified of any issues that prevent you from submitting work on time. Contact your instructor immediately if you are unable to adhere to a scheduled unit deadline. Your instructor reserves the right to deduct points for late and missing assignments.

While it is understood that there may be unforeseen circumstances, do your best to keep your Instructor notified of any issues that prevent you from submitting work on time. Contact your instructor immediately if you are unable to adhere to a scheduled unit deadline. Your instructor reserves the right to deduct points for late and missing assignments.

Grade of Incomplete

A student who completes most of the assignments in a course at a passing level, but is unable to complete the work on time due to extenuating circumstances, may speak with the instructor to see if receiving an Incomplete (I) is warranted. If an instructor grants an

incomplete, a deadline for completion of the coursework will be imposed. If the work is not submitted by the deadline, the grade automatically becomes an F.

Withdrawal and Refund Policy

It is the student's responsibility to drop a course. Non-attendance of classes or failure to pay does not constitute official withdrawal. To view specific drop deadlines, log into your MyMC account:

1) Click on "My Class Schedule" under Student Quick Links

2) Select the current term

3) Click on "View Drop Deadline Dates" at the bottom of the page.

Course Competency Examination

The final examination is a measurement of your ability to grasp the concepts presented in this course. It will cover all material covered in the class. A student must receive a "C" (78%) or better in the course AND on the course competency final exam to successfully complete this course. If a student does not pass the exam, he or she may, will permission of the instructor, retake the test. However, a student who retakes the exam may receive no higher grade than a C regardless of the total points for the class.

Blackboard Technical Support

Technical Support for Blackboard issues can be found at the following website: http://cms.montgomerycollege.edu/distance/after/prepare/

Technical assistance with College-supported IT resources (Montgomery College IT Service Desk) is also available at 240-567-7222, press 2 to reach the Blackboard Help Desk.

Academic Integrity

Montgomery College espouses the belief that any type of academic dishonesty violates an important code of ethics. Therefore, Montgomery College has adopted an academic honesty policy that imposes penalties for students who are dishonest in examinations, assignments, or any other academic activity; who plagiarize; who falsify college forms or records; or who willfully aid other students in an act of academic dishonesty. The severity of a penalty will depend upon the nature, extent and frequency of the violation

and may range from failing an assignment to revocation of a degree. Refer to the Health Information Management Program Student Handbook for a full policy statement.

Access, Disability and Communication

Any student who needs an accommodation due to a disability should contact the instructor. In order to receive accommodations, a letter from Disability Support Services (G-SA172; R–CB122; or TP/SS–ST 122) will be needed. Any student who may need assistance in the event of an emergency evacuation must identify to the Disability Support Services Office; guidelines for emergency evacuations for individuals with disabilities are found at: www.montgomerycollege.edu/dss

Important Student Information Link

In addition to course requirements and objectives that are in this syllabus, Montgomery College has information on its web site (see link below) to assist you in having a successful experience both inside and outside of the classroom. It is important that you read and understand this information. The link below provides information and other resources to areas that pertain to the following: student behavior (student code of conduct), student e-mail, the tobacco free policy, withdraw and refund dates, disability support services, veteran services, how to access information on delayed openings and closings, how to register for the Montgomery College alert System, and finally, how closings and delays can impact your classes. If you have any questions please bring them to your professor. As rules and regulations change they will be updated and you will be able to access them through the link. If any student would like a written copy of these policies and procedures, the professor would be happy to provide them. By registering for this class and staying in this class, you are indicating that you acknowledge and accept these policies. http://cms.montgomerycollege.edu/mcsyllabus/

INCLEMENT WEATHER (Online Students)

If the college should close due to inclement weather students enrolled in an online course are expected to continue performing the duties of the course without interruption.

DISCLAIMER STATEMENT

Faculty reserves the right to modify course content and evaluation procedures as deemed necessary.

Any student who has difficulty accessing sufficient food to eat every day, or who lacks a safe and stable place to live, is urged to contact the Dean of Students Affairs on your campus. Furthermore, please notify the professor if you are comfortable in doing so. This will enable the professor to provide any resources that they may possess. We know this can affect performance in the course and Montgomery College is committed to your success. The Deans of Student Affairs are: Dr. Jamin Bartolomeo (GT), Dr. Tanya R. Mason (RV), and Dr. Clemmie Solomon (TPSS). http://cms.montgomerycollege.edu/edu/secondary5.aspx?urlid=55

CLASS SCHEDULE (Week Runs Tuesday-Sunday)

Week	Dates	Coding Topics	Homework Assignments (List CPT Codes Only)
Week 1 3/19-3/25	Tuesday March 19	Face to Face Meeting – Chapter 8 - Introduction to CPT Chapter 10 – Introduction to Modifiers	**Due: March 24** before midnight (submit in Dropbox on Blackboard) Chapter 8 – Part II, Practical questions 1-8, 16-22
	Sunday March 24	Online chat – Chapter 24 – Radiology Chapter 12 – Anesthesia Chapter 10 – Modifiers 23, 26 & 47	**Due: March 26** (bring to class) Chapter 24 – Part II, Practical questions 1-3 Chapter 12 – Part II, Practical questions 1-8
Week 2 3/26-4/1	Tuesday March 26	Face to Face Meeting – Chapter 11 - E/M Codes Chapter 10 - Modifiers 24, 25, 57, 95	**Due: March 31** before midnight (submit in Dropbox on Blackboard) Chapter 11 – Part II, Practical questions 1-9 Chapter 10 – Part I, Theory questions 5 and 9 Chapter 10 – Part II, Practical question 7
	Sunday March 31	Online chat – Chapter 25 –Laboratory & Pathology Chapter 10 – Modifiers 90-92	**Due: April 2** (bring to class) Chapter 25 – Part II, Practical questions 1-15
**Quiz 1 online – Weeks 1 and 2 - Open April 2-6 (Tuesday through Saturday)**		
Week 3 4/2-4/8	Tuesday April 2	Face to Face Meeting- Chapter 13 – CPT Surgical coding	**Due: April 7** before midnight (submit in Dropbox on Blackboard) Chapter 13 – Part I, Theory – Questions 1-13
	Sunday April 7	Online chat – Chapter 14 General surgery and Integumentary System	**Due: April 9** (bring to class) Chapter 14 – Part I, Theory – Questions 1-7 Part II, Practical – Questions 1- 7
Week 4 4/9-4/15	Tuesday April 9	Face to Face Meeting – Chapter 15 – Musculoskeletal Chapter 19 - Digestive System	**Due: April 14** before midnight (submit in Dropbox on Blackboard) Chapter 15, Part II, Practical – Questions 1-7 Chapter 19, Part II, Practical – Questions 1-7
	Sunday April 14	Online chat – Chapter 17 – Cardiovascular System	**Due: April 16** (bring to class) Chapter 17, Part II, Practical – Questions 1-12
**Quiz 2 online – Weeks 3 and 4 – Open April 16-20 (Tuesday through Saturday)**		
Week 5 4/16-4/22	Tuesday April 16	Face to Face Meeting – Chapter 16 – Respiratory system	**Due: April 21** before midnight (submit in Dropbox on Blackboard) Chapter 16, Part II, Practical – Questions 1-14
	Sunday	Online chat –	**Due: April 23** (bring to class)

	April 21	Chapter 20- Urinary System and Male Reproductive System	Chapter 20, Part II, Practical – Questions 1-13
Week 6 4/23-4/29	Tuesday April 23	Face to Face Meeting – Chapter 21 – Female Reproductive System (pages 537-550)	**Due April 28** before midnight (submit in Dropbox on Blackboard) Chapter 21, Part II, Practical - Questions 1-10
	Sunday April 28	Online chat – Chapter 21 – Pregnancy (pages 551-556)	**Due: April 30** (bring to class) Chapter 21 Questions - 1-13
Week 7 4/30-5/6	Tuesday April 30	Face-to-Face Meeting – Chapter 22 – Nervous system (pages 562-572) Chapter 23 – Operating Microscope (pages 484-585)	**Due: May 5** (Submit in Dropbox on Blackboard) Chapter 22 - Questions 1-12
Quiz 3 online – Weeks 5 and 7 – Open May 5-9 (Sunday through Thursday)			
Exam week!	Sunday May 5	Review for Proficiency Exam	**Due: May 13** Discussion Board – Final Thoughts No Homework Due! Study, study, study!!!
Proficiency Exam Online May 7–13 (Tuesday through Monday)			

Quiz – 100 each x 3 = 300

Homework – 13 each x 15 = 195

Proficiency exam – 125 points = 125

Final thoughts = 5 points