Walters State Community College Course Syllabus

Course Information

Course Number and Name: HIMT 2301 CPT Coding
Section ID: 80497.202380
Semester and Year: Fall 2023
Credit Hours: 3
Start Date: August 21, 2023
End Date: December 08, 2023
Course Format: WEB - Web Classes
Catalog Course Description: This course covers the basic principles of coding with Current Procedural Terminology (CPT) coding system including structure and rules. Instruction will also be given in use of HCPCS Level II coding including structure and rules. The use of these coding systems will be studied as they are used in reporting of reimbursable medical services and procedures performed by physicians. Pre/Corequisite Course(s):HIMT 1300 **F** .
Meeting Details: TBD
Course Drop Deadline: October 27, 2023

Instructor Information

Name: Eva Davis, MHA, RHIA
Office Location: TECH 106L (Morristown Campus)
Office Hours: Available by appointment Monday - Thursday
Office Phone: 423-318-2364
Email: Eva.Davis@ws.edu
Supervisor Name: Gail Winkler, MHIIM, RHIA
Supervisor Phone: 423-585-6990
Secretary Phone: 423-585-6981

Required Textbook(s) and Materials

CPT Professional 2023 and E/M Companion 2023 and CPT Quickref

App Bundle
Authors: American Medical Association
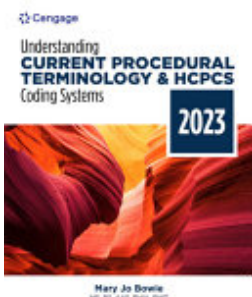**Additional Information**
Can be purchased from AHIMA.

2023 HCPCS Level II Code Book
Publisher: American Health Information Management Association
Edition: 2022
Additional Information
Can be purchased at a discount with AHIMA Student Membership

Understanding Current Procedural Terminology and HCPCS Coding Systems: 2023 Edition
Authors: Mary Jo Bowie
Publisher: Mindtap Course List
Publication Date: 2023-01-04
Additional Information
This course will require MindTap from Cengage.

Purchase a Cengage Unlimited plan for this course, which gives you access to all your Cengage materials for one price. **View this infographic** for step-by-step instructions. Visit **cengage.com/unlimited** to learn more.
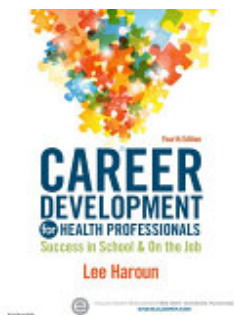
Cengage Unlimited:

- 4-month access / 9780357700006; $124.99
- 12-month access / 9780357700013; $189.99
- 24-month access / 9780357700020; 249.99

Career Development for Health Professionals
Authors: Lee Haroun
Publisher: Elsevier Health Sciences
Edition: Fourth Edition

Supplemental or Optional Materials

Supplementary or Optional Materials	Online course management software otherwise known as eLearn (D2L) requires either Internet Explorer 8.0 or 9.0, Mozilla Firefox 25.0 or higher, or Chrome 30.0 or higher as the interface. You can use earlier versions but some features will not be available and you will most likely get errors. We recommend you us Internet Explorer 9.0. If you have Windows 8 you will not be able to use anything less than Internet Explorer 10.0, therefore we recommend Mozilla Firefox 25.0 or higher or Chrome 30.0 or higher.
Prerequisite knowledge/competencies required for course	Students must be able to use keyboard using home key positions for data input; and use Internet and computer to navigate course content.
Optional: Suggested apps for this course, list the apps and the platform	None
General Education Course Description	None

Student Learning Outcomes/Objectives

- Course Outcomes

Course Outcomes
Upon successful completion of this course, students will be

able to:

1. Demonstrate understanding of CPT book format, conventions, concepts, organization and uses and relationship between CPT codes and reimbursement.
2. Apply CPT codes and modifiers, as appropriate, according to current Official Coding guidelines and regulatory requirements.
3. Analyze documentation to accurately assign CPT codes for evaluation and management, surgery, radiology, pathology/laboratory, anesthesia and medicine codes for healthcare services.

Course Objectives

Upon successful completion of this course, students will be able to:

1. Interpret diagnostic and procedural statements, progress notes, history and physicals, operative reports, discharge summaries, test results and treatments to determine if the documentation supports the diagnoses to be coded by completing HCPCS and CPT coding assignments and passing final exam with a score of 75 or higher.
2. Assign HCPCS/CPT codes after completion of HCPCS/CPT coding lessons at a minimum of 75% accuracy.
3. Describe at least one method of monitoring quality of HCPCS/CPT code assignments.
4. Describe at least one method of surveillance checks to monitor accuracy of data/documentation.
5. Improve writing skills and test taking skills by completion of career development activities and tests to improve output of information.

Entry Level Competencies for Health Information Management (HIM) Associate Degree Level

- Domain IV.1. Validate assignment of diagnostic and procedural codes and groupings in accordance with official guidelines (Bloom's Level 3)

Instructional Approach and Methods

Instructional and Evaluation Methods:

1. Reading
2. Homework
3. Computerized exercises
4. Quizzes/Tests

Assessment, Evaluation and Testing Procedures

Testing Procedures:

1. Online (Please note: Some quizzes/tests are stated in the course as being worth a certain number of points. Quizzes/tests may create the opportunity to earn additional points on the exam and be worth more than the stated amount of points.)

Assessment of Points by Type

Type of Assessment	Number	Value	Possible Points
Career Development Quiz	1	20	20
Chapter Review (Auto Graded)	23	Varies	276
Chapter Review (Short Answer)	1	10	10
Coding Assignments	21	Varies	620
Case Studies	21	Varies	170
Chapter Quizzes	23	25	575
Discussions	12	10	120
Capstone Case Studies	1	20	20
Final Exam	1	100	100
Total Points			**1911**

Grading Scale

A	1758 - 1911 points
B	1624 - 1757 points
C	1433 - 1623 points
D	1338 - 1432 points
F	1337 points or less

Assignments

Class Schedule

Module/Due Date (Tuesday)	Reading Assignment	Assignments/Quizzes/Tests
8/22/23 Zoom 12:30 - 2:30 pm	Review Syllabus Orientation	
1 8/29/23 Zoom 12:30 - 2:30 pm	Chapter 1 Introduction to Current Procedural Terminology Chapter 2 Modifiers	Module 1 Discussion **MindTap** Chapter 1 Review (Auto Graded) Chapter 1 Review (Short Answer) Chapter 1 Coding Assignment Chapter 1 Quiz Chapter 2 Review Chapter 2 Case Studies Chapter 2 Quiz
2 9/05/23 Zoom 12:30 - 2:30 pm	Chapter 3 Evaluation and Management	Module 2 Discussion **MindTap** Chapter 3 Review Chapter 3 Case Studies Chapter 3 Chapter Quiz
3 9/12/23 Online	Chapter 4 Anesthesia Chapter 5 Surgery and the Integumentary System	Module 3 Discussion **MindTap** Chapter 4 Chapter Review Chapter 4 Coding Assignment Chapter 4 Case Studies Chapter 4 Quiz Chapter 5 Chapter Review Chapter 5 Coding Assignment

		Chapter 5 Case Studies Chapter 5 Quiz
4 9/19/23 Online	Chapter 5 Surgery continued	Module 4 Discussion
5 9/26/23 Zoom 12:30 - 2:30 pm	Chapter 6 Musculoskeletal System Chapter 7 Respiratory System Career Development Chapter 7	Career Development Chap 7 Quiz Module 5 Discussion **MindTap** Chapter 6 Chapter Review Chapter 6 Coding Assignment Chapter 6 Case Studies Chapter 6 Quiz Chapter 7 Chapter Review Chapter 7 Coding Assignment Chapter 7 Case Studies Chapter 7 Quiz
6 10/03/23 Online	Chapter 8 Cardiovascular System Chapter 9 Hemic and Lymphatic Systems	Module 6 Discussion **MindTap** Chapter 8 Chapter Review Chapter 8 Coding Assignment Chapter 8 Case Studies Chapter 8 Quiz Chapter 9 Chapter Review Chapter 9 Coding Assignment Chapter 9 Case Studies Chapter 9 Quiz
10/10/23	Fall Break - No Class	
7 10/17/23 Online	Chapter 10 Mediastinum and Diaphragm Chapter 11 Digestive System	Module 7 Discussion **MindTap** Chapter 10 Chapter Review Chapter 10 Coding Assignment Chapter 10 Case Studies Chapter 10 Quiz Chapter 11 Chapter Review Chapter 11 Coding Assignment Chapter 11 Case Studies Chapter 11 Quiz
8 10/24/23 Online	Chapter 12 Urinary System Chapter 13 Male Genital System	Module 8 Discussion **MindTap** Chapter 12 Chapter Review

		Chapter 12 Coding Assignment Chapter 12 Case Studies Chapter 12 Quiz Chapter 13 Chapter Review Chapter 13 Coding Assignment Chapter 13 Case Studies Chapter 13 Quiz
9 10/31/23 Zoom 12:30 - 2:30 pm	Chapter 14 Female Genital System Chapter 15 Maternity Care and Delivery	Module 9 Discussion **MindTap** Chapter 14 Chapter Review Chapter 14 Coding Assignment Chapter 14 Case Studies Chapter 14 Quiz Chapter 15 Chapter Review Chapter 15 Coding Assignment Chapter 15 Case Studies Chapter 15 Quiz
10 11/07/23 Online	Chapter 16 Endocrine System Chapter 17 Nervous System	Module 10 Discussion **MindTap** Chapter 16 Chapter Review Chapter 16 Coding Assignment Chapter 16 Case Studies Chapter 16 Quiz Chapter 17 Chapter Review Chapter 17 Coding Assignment Chapter 17 Case Studies Chapter 17 Quiz
11 11/14/23 Online	Chapter 18 Eye and Ocular Adnexa Chapter 19 Auditory System and Operating Microscope	Module 11 Discussion **MindTap** Chapter 18 Chapter Review Chapter 18 Coding Assignment Chapter 18 Case Studies Chapter 18 Quiz Chapter 19 Chapter Review Chapter 19 Coding Assignment Chapter 19 Case Studies Chapter 19 Quiz
12 11/21/23 Online	Chapter 20 Radiology Chapter 23 HCPCS Codes	Module 12 Discussion **MindTap** Chapter 20 Chapter Review

		Chapter 20 Coding Assignment Chapter 20 Case Studies Chapter 20 Quiz Chapter 23 Chapter Review Chapter 23 Coding Assignment Chapter 23 Case Studies Chapter 23 Quiz
13 11/28/23 Zoom 12:30 - 2:30 pm	Chapter 22 Medicine Chapter 21 Pathology and Laboratory	**MindTap** Chapter 22 Chapter Review Chapter 22 Coding Assignment Chapter 22 Case Studies Chapter 22 Quiz Chapter 21 Chapter Review Chapter 21 Coding Assignment Chapter 21 Quiz Capstone Case Studies
14 12/05/23 - 12/06/23 Online	**Final Exam**	Final Exam

Class Participation

Class Participation:

Students will complete the assignments in sequence according to the class schedule. The class day for this course is **Tuesday**.

Quizzes/Tests/Homework are due on the due date

- Due dates for quiz/test/homework are listed on class schedule
- Homework assignments will be due at 11:59 pm each week on **Tuesday** in order to be completed in time to discuss during class time each week. Pay close attention to the due dates and ending availability.
- Assignments, reading and study activities must be completed to prepare you to take quizzes and tests
- Remember to click "save" for each question when taking a quiz or test

- Tests/quizzes will not be reset for you because you forgot to save answers

- Career Development Quizzes are to be completed after studying the assigned chapter.

- Quizzes and exams marked as practice do not count toward final grade but are available all semester long for unlimited number of attempts to help you study.

- Orientation Quiz and Orientation homework do not count toward grade.

Punctuality

Being punctual and attending class in an online environment is just as important as being punctual and attending class in person. Online absences will hurt your grade just as an absence for a physical class will hurt your grade.

- Quizzes/Tests – students have 7 calendar days from the due date to complete a quiz or test if not completed on the due date (If quiz or test is not completed within that time period, student will receive a score of zero (0) for that quiz or test.)

- Homework - students have until 11:59 pm the next class date after an assignment is due to submit homework if not submitted on the due date or receive a zero (0) for the assignment.

Course and Class Policies/Procedures

Program Specific Policies

Cheating is construed as attempting to deceive or mislead which includes, but is not limited to:

1. Utilizing old tests, lab reports, or projects, notes or written papers, etc.
2. Copying and pasting someone else's homework into your file and putting your name on their work
3. Providing information to a fellow student during an exam
4. Procuring information in an unacceptable manner during an exam (crib-sheet, verbal exchange, looking at another person's paper, utilizing headphones, using your textbook when the quiz/test is not an open book test/quiz, etc.)
5. Consulting with a classmate or anyone else when taking a computerized test
6. Disregarding other specific policies and procedures outlined for a particular class

Syllabus Changes

Students will be notified of any necessary changes to the course syllabus or class schedule by email in elearn for the course. <u>Students are responsible for reading emails in a timely manner.</u>

Online/Web-Enhanced Course Supplementary Information

Virtual Office Hours	TBA. I will respond to email within 48 hours. If availability changes during the week students will be notified in elearn.
Library Information	Students can access the library online at [Walters State Library](). Online databases, e-books, reference librarian, card catalog, periodicals, and e-resources can all be access through the web site as well as in person.
Technical Support	The Helpdesk can help with any technical problems related to your Walters State account and technical problems with elearn. Always contact your instructor immediately when you have technical issues.
Web Addresses/Resources	https://ahima.org/ https://www.thima.org/ https://my.ahima.org/careermap
Guidelines for Communication: Email, Discussion Posts, Chat	Emails should always include a subject line. Use correct grammar and punctuation and spelling in emails just as you would in a letter or memo. Use standard fonts that are easy to read. These rules apply to the discussion function as well.

Academic Honesty

Faculty expect all students to refrain from acts of academic misconduct including but not limited to:

1. Plagiarism - refers to using another person's ideas or writing without giving proper credit to the original source. Indulging in this type of conduct will subject the student to disciplinary sanctions, which may be imposed through the regular institutional procedures of Walters State Community College as outlined in the Student Handbook. Plagiarism will result in a grade of "0" for the paper/exam/presentation. Student Conduct and Disciplinary Sanctions contained in the college Catalog/Student Handbook apply (see policy 04:18:02 Disciplinary Sanctions). Plagiarism includes, but is not limited to the following:

a. Using cut/paste tool from original document with no references given.

    b. Copying another student's work and submitting it as one's own.

    c. Forging or otherwise altering signatures.

    d. Giving or falsifying academic documents or materials.

2. Cheating - construed as attempting to deceive or mislead which includes, but is not limited to the following:

    a. Utilizing old tests, projects, notes or written papers.

    b. Providing unauthorized information to a fellow student about exam content.

    c. Receiving unauthorized aid from any source with quizzes, examinations, or other assignments.

    d. Seeking information in an unacceptable manner during/preceding an exam or other assigned work (cheat sheet, verbal exchange, looking at another person's paper or electronic device, utilizing headphones, using textbook when the test/quiz is not an open book test/quiz, using textbook test bank etc.).

    e. Consulting with a classmate or others when taking a computerized test.

    f. Disregarding other specific policies and procedures outlined for a particular class.

    g. Utilizing unapproved technology/electronic equipment during testing (i.e.: mobile devices such as cell phones, smart devices, or tablets, etc.).

    h. Using the same Internet Protocol network address (IP address) as another student for testing without approval from the course faculty.

3. The use of any generative artificial intelligence (AI) tool, such as OpenAI's ChatGPT, Google's Bard, or any other pre-trained language model (commonly referred to as "chatbot"), must be cited for any assignment where it has been used and may not be used unless specifically allowed by your instructor. Please see your instructor or the course policies within the syllabus if you have questions.

Student Resources

TUTORING SERVICES

Students in need of tutoring assistance are encouraged to contact the Office of Student Tutoring located as follows:

- Morristown Campus - Student Services Building Room L107 - (423) 585-6920
- Niswonger Campus - GRNV 226 - (423) 798-7982
- Sevierville Campus - MMH Room 210 - (865) 286-2787

- Claiborne Campus - Room 123A - (423) 851-4761

Specific tutoring assistance in mathematics and writing is available in-person and online as follows:

- Morristown Campus - English Learning Lab - HUM 120 - (423) 585-6970

  [Walters State English Learning Lab (opens in new window)](ws.edu/academics/humanities/writing-lab)
  ws.edu/academics/humanities/writing-lab

- Morristown Campus - Mathematics Lab - MBSS 222 - (423) 585-6872

  [Walters State Mathematics Learning Lab (opens in new window)](ws.edu/academics/mathematics/learning-lab)
  ws.edu/academics/mathematics/learning-lab

TECHNOLOGY SUPPORT

Students who need assistance with computing and technology issues should contact the IET Helpdesk by phone at Morristown: (423) 318-2742; Niswonger: (423) 798-8186; or Sevierville: (865) 286-2789 or on-line access.

[Walters State Helpdesk (opens in new window)](helpdesk.ws.edu)
helpdesk.ws.edu

STUDENTS WITH DISABILITIES SUPPORT SERVICES

Students with disabilities must register with Student Support Services each semester in the Student Services Building, Room U134 (phone (423) 585-6892) if they need any special facilities, services, or consideration.

[Walters State Student Support Services (opens in new window)](ws.edu/student-services/disability/)
ws.edu/student-services/disability/

SUICIDE PREVENTION STATEMENT

Walters State is committed to and cares about all students. Support services are available for any person at Walters State who is experiencing feelings of being overwhelmed, hopelessness, depression, thinking about dying by suicide, or is otherwise in need of assistance. For immediate help, contact the National Suicide Prevention Lifeline by calling or texting 9-8-8 or the Trevor Lifeline at 1-866-488-7386. Veterans may also contact the Veterans Crisis Line at 1-800-273-8255 (press 1) or Text 838255.

Walters State has a relationship in place with the following community agencies to provide services (may include crisis referral services, prevention screenings, etc.):

- Cherokee Health Systems 423-586-5032

- Frontier Health 423-467-3600

College Policies

STUDENTS HANDBOOK AS OFFICIAL GOVERNING DOCUMENT

This class is governed by the policies and procedures stated in the current Walters State Community College Student Handbook. All students attending Walters State Community College, regardless of the time, location, or format of the class, must abide by the rules and regulations outlined in the current Walters State Catalog/Student Handbook and the current Walters State Timetable of Classes.

Walters State Catalog (opens in new window)
catalog.ws.edu/

Walters State Timetable of Classes (opens in new window)
ws.edu/admissions/registration/

PURPOSE, LIMITATIONS AND MODIFICATION OF SYLLABUS

This syllabus sets forth the expectations for the course content, work, and grading as well as expectations for student performance and conduct. The syllabus does not constitute a contract between the student and the instructor or the College. The information contained here is subject to change at any time. The instructor reserves the right to modify this syllabus at any time with written notification to the students. Though changes are possible, it is expected that the course will be conducted as described in this syllabus for the semester/year specified in the Course Information section of the syllabus. This syllabus is only valid for the semester/year specified and course requirements are not guaranteed for future semesters.

COURSE GROUND RULES

- Students must attend the first day of on-ground class or contact the instructor prior to the first class. Failure to do this may result in being dropped from the class. Excessive absences may substantially lower the course grade.

- Regular class attendance is a student's obligation for any course regardless of format. (See the Walters State Catalog/Student Handbook). If a student misses class, it is his or her responsibility to contact the instructor regarding missed assignments and/or activities and to be prepared for the next class assignment.

- Students enrolled in web courses must follow the course attendance policy defined for online attendance during the first week of class and throughout the term. Failure to do this may result in being dropped from the class during week one OR may result in the accrual of absences which may negatively impact the student's grade in the course.

- Students who have not paid fees on time and/or are not correctly registered for this class and whose names do not appear on official class rolls generated by the Walters State student information system (MyWS) will not be allowed to remain in class or receive credit for this course.
- Electronic devices must not disrupt the instructional process or college-sponsored academic activity. Use of electronic devices is prohibited unless use of the device is relevant to the activity and use is sanctioned by the faculty member in charge. Electronic devices that are not relevant to the activity or sanctioned by the faculty member in charge should be set so that they will not produce an audible sound during classroom instruction or other college-sponsored academic activity.

FINANCIAL AID

Students receiving any type of financial aid or scholarship should contact the Financial Aid Office before making any changes to their schedule. Schedule changes without prior approval may result in loss of award for the current term and future terms.

All forms of student Financial Aid may be jeopardized or lost due to the lack of Satisfactory Academic Progress in one or multiple courses. Lack of Satisfactory Academic Progress may negatively impact a student's degree/certificate completion pace and further jeopardize Financial Aid eligibility.

CANCELLATION OF CLASSES AND ACADEMIC CONTINUITY

For information related to the cancellation of classes due to inclement weather or other events, please check the Senators Emergency Text system or the college's Web site at:

Walters State Homepage (opens in new window)
ws.edu/home/

Walters State Facebook page (opens in new window)
https://www.facebook.com/WaltersState/

Walters State Twitter page (opens in new window)
https://twitter.com/waltersstate

or call the college's student information line, 1-800-225-4770, option 1; the Sevier County Campus, (865) 774-5800, option 7; the Niswonger Campus (423) 798-7940, option 7; or the Claiborne County Campus, 423-636-6200, option 7. Also, please monitor local TV and radio stations for further announcements.

When an event or disaster interrupts the scheduled operations of the college and the ability to proceed with the academic course activities as planned, the college and your instructor may alter the course plan outlined in the syllabus. Should an event occur, students should refer to their course e-

Learn pages and/or class materials previously delivered to receive guidance from their instructor. Students should continue to monitor the official college channels of communication listed in the above paragraph. If you would like to sign up for the Senators Emergency Text system, please go to the following Web site:

[Senator Emergency Text System (opens in new window)](ws.edu/set/)
[ws.edu/set/](ws.edu/set/)

Dual Enrollment students attending on a high school campus should refer to the high school inclement weather cancellations.

LEARNING MANAGEMENT SYSTEM

Brightspace (commonly known as eLearn or D2L) is the college's Learning Management System (LMS).

Brightspace is committed to accessibility by "deliver[ing] a learning experience that meets the needs of all people, regardless of age or ability." [Brightspace Accessibility Standard (opens in new window)](#)

Brightspace is also committed to guarding student data and privacy. [Brightspace Privacy Policy (opens in new window)](#)