

FLORIDA STATE COLLEGE AT JACKSONVILLE
COLLEGE CREDIT COURSE OUTLINE

COURSE NUMBER:	HIM 1253
COURSE TITLE:	CPT-4 Coding and Lab
PREREQUISITE(S):	HIM 1224
COREQUISITE(S):	None
CREDIT HOURS:	3
CONTACT HOURS/WEEK:	3
CONTACT HOUR BREAKDOWN:	
Lecture/Discussion:	
Laboratory:	
Other: <u>Lab/lecture</u>	3
FACULTY WORKLOAD POINTS:	3
STANDARDIZED CLASS SIZE ALLOCATION:	24
CATALOG COURSE DESCRIPTION:	This course provides an introduction to coding outpatient procedures using CPT-4 including both manual and computer-based practice. CPT-4 is then integrated with ICD-9-CM coding Reimbursement issues are reviewed.
SUGGESTED TEXT(S):	Beck, Donald. <u>Physician's Current Procedural Terminology</u> . Chicago, IL: American Medical Association, current edition
	AHIMA. <u>CPT-4 / HCPCS Basic Coding Handbook</u> . Chicago, IL: AHIMA, current edition.
	<u>International Classification of Diseases - Clinical Modification (volumes 1, 2, & 3)</u> . Various publishers, current edition.
	Gartee, Richard and Doris Humphrey. <u>Medisoft Patient Accounting</u>
IMPLEMENTATION DATE:	Fall Term 2002 (20031)
REVIEW OR MODIFICATION DATE:	Spring Term, 2006 (20062) Fall Term, 2008 (20091) - Outline Review Process 2007

COURSE TOPICS	<u>CONTACT HOURS PER TOPIC</u>
I. Overview of CPT- 4 Coding	4
A. Brief Introduction and Overview of the Course	
B. Basic Principles	
1. Composition of HCPCS: Levels 1, 2, 3	
2. CPT Development, Ownership and Oversight	
3. Subsections	
4. Inclusions	
5. Index	
a) Procedure or Service	
b) Organ	
c) Condition	
d) Synonyms	
e) Eponyms	
f) Abbreviations	
6. Modifiers	
7. General Rules	
C. CPT in the Future	
II. Medicine	6
A. Separation or Multiple Procedures	
B. Subsections	
C. Unlisted Services	
D. Special Reports	
E. Modifiers	
F. Materials Supplied by Physician	
G. Lab exercises for each of these principles	
III. Surgery	6
A. Physician Services	
B. Listed Surgical Procedures	
C. Follow-up Therapeutic Procedures	
D. Follow-up Care for Diagnostic Procedures	
E. Material Supplied by Physician	
F. Separate or Multiple Procedures	
G. Modifiers	
H. Starred Procedures	
I. Surgical Destruction	
J. Lab Exercises for each of these principles	
IV. Anesthesia	5
A. Time Reporting	
B. Physician Services	

COURSE TOPICS (continued)	<u>CONTACT HOURS PER TOPIC</u>
<ul style="list-style-type: none"> C. Materials Supplied by Physician D. Separate or Multiple Procedures E. Special Reports F. Modifiers <ul style="list-style-type: none"> 1. Physical Status 2. Others G. Qualifying Circumstances H. Lab Exercises for each of these principles 	
V. Radiology	5
<ul style="list-style-type: none"> A. Subject Listing B. Separate or Multiple Procedures C. Subsections D. Unlisted Service or Procedures E. Special Report F. Complete Procedures G. Supervision - Interpretation Only H. Modifiers I. Lab Exercises for each of these principles 	
VI. Pathology and Laboratory	5
<ul style="list-style-type: none"> A. Services in Pathology and Laboratory B. Separate or Multiple Procedures C. Subsections D. Unlisted Service E. Special Report F. Modifiers G. Lab Exercises for each of these principles 	
VII. Reimbursement Review	6
<ul style="list-style-type: none"> A. Role of the Federal Government <ul style="list-style-type: none"> 1. HCFA: Health Care Financing Administration <ul style="list-style-type: none"> a. Medicare b. Medicaid 2. OIG: Office of Inspector General 3. Federal Register B. APCs: Ambulatory Payment Classification C. HIPAA: Health Insurance Portability and Accountability Act 	

COURSE TOPICS (continued)	CONTACT HOURS <u>PER TOPIC</u>
VIII. Coding Review and Practice	8
A. Using actual medical records in a given health care facility, code diagnoses using ICD-9-CM and procedures using CPT-4 coding principles. B. Review of HCFA 1500 Form Completion C. Review of Medical Office Software	

PROGRAM TITLE: Health Information Management
COURSE TITLE: CPT-4 Coding and Reimbursement Issues
AS HIM CIP NUMBER: 0317.050600

LIST PERFORMANCE STANDARD ADDRESSED:

Note: Only CPT-4 is taught in this course.

20.0 USE CLASSIFICATION SYSTEMS FOR HEALTH CARE INFORMATION--The student will be able to:

- 20.01 Trace the development of nomenclatures and classification systems.
- 20.02 Identify conventions and characters used in classification systems.
- 20.03 Follow existing procedures to code diagnoses and procedures (CPT and ICD-9-CM).
- 20.04 Perform DRG assignment.

ATD Medical Coder/Biller CIP NUMBER: 0317.050603

LIST PERFORMANCE STANDARD ADDRESSED:

Note: Only CPT-4 is taught in this course.

15.0 DEMONSTRATE PROFICIENCY IN USE OF ICD AND CPT CODING SYSTEMS, BOTH MANUAL AND AUTOMATED--The student will be able to:

- 15.01 Outline the development of nomenclatures and classification systems.
- 15.02 Identify conventions and characteristics used in coding.
- 15.03 Analyze and code diagnoses, procedures, and symptoms.
- 15.04 Demonstrate ability to code, classify, and sequence.
- 15.05 Explain the relationship of Diagnosis Related Groups (DRGs) and Ambulatory Patient Groups (APGs).
- 15.06 Identify the various external regulating agencies and their impact on the coding systems.
- 15.07 Use procedures for ensuring data quality.
- 15.08 Describe the process to annually update coding resources.

16.0 UTILIZE MEDICAL CODING REFERENCES--The student will be able to:

- 16.01 Use medical dictionaries.
- 16.02 Identify and use trade generic and chemical drug names utilizing reference sources.
- 16.03 Identify and use diagnostic test terminology.



NOTE: Use either the Tab key or mouse click to move from field to field. The box will expand to accommodate your entry.

<i>Section 1</i>	
COURSE PREFIX AND NUMBER: <u>HIM 1253</u>	SEMESTER CREDIT HOURS: <u>3</u>
COURSE TITLE: CPT-4-Coding and Lab	

Section 2

TYPE OF COURSE: (Click on the box to check all that apply)

<input type="checkbox"/> AA Elective	X	<input checked="" type="checkbox"/> AS Required Professional Course	<input type="checkbox"/> College Prep
<input type="checkbox"/> AS Professional Elective	X	<input type="checkbox"/> AAS Required Professional Course	<input type="checkbox"/> Technical Certificate
<input type="checkbox"/> Other _____		<input type="checkbox"/> PSAV	<input type="checkbox"/>
Apprenticeship			
<input type="checkbox"/> General Education: (For General Education courses, you must also complete Section 3 and Section 7)			

Section 3 (If applicable)

INDICATE BELOW THE DISCIPLINE AREA FOR GENERAL EDUCATION COURSES:

<input type="checkbox"/> Communications	<input type="checkbox"/> Social & Behavioral Sciences	<input type="checkbox"/> Mathematics
<input type="checkbox"/> Natural Sciences	<input type="checkbox"/> Humanities	

Section 4

INTELLECTUAL COMPETENCIES:

X Reading	<input type="checkbox"/> Speaking	<input type="checkbox"/> Critical Analysis	<input type="checkbox"/> Quantitative Skills	<input type="checkbox"/> Scientific Method of Inquiry
X Writing	<input type="checkbox"/> Listening	<input type="checkbox"/> Information Literacy	X Ethical Judgment	<input type="checkbox"/> Working Collaboratively

<i>Section 5</i>	
LEARNING OUTCOMES	METHOD OF ASSESSMENT
• Apply procedure codes using CPT/HCPCS.	Written tests, practical exams, clinical performance
• Ensure accuracy of diagnostic/procedural groupings (e.g. ,APC, Physician Fee Schedule and so on)	Written tests, practical exams, clinical performance
• Adhere to current regulations and established guidelines in code assignment.	Written tests, practical exams, clinical performance
• Support accurate billing through coding, chargemaster, claims management	Written tests, practical exams, clinical performance
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Section 6

Name of Person Completing This Form: E. S. Thomas Date: 11/11/2007