JEFFERSON COLLEGE

COURSE SYLLABUS

HIT 230

Classification Systems II

3 Credit Hours

Prepared by:
Niki Vogelsang, MBA, RHIA
Health Information Technology Program Director

Created on Date: 10-11-11
Revised 01-06-14

Dena McCaffrey, Dean, Career and Technical Education
Kenneth Wilson, Director of Health Occupations
HIT 230 Classification Systems II

I. CATALOGUE DESCRIPTION

A. Prerequisite: HIT 200 Classification Systems I with a grade of “C” or better. Reading Proficiency.

B. Credit hour award: 3

C. Description: This course introduces the theory, structure, and organization of the CPT and HCPCS Level II coding systems, the application of coding principles used to accurately assign CPT and HCPCS Level II codes to health records forms the basis of class discussion, and the role of CPT and HCPCS Level II in billing and reimbursement will be included. (S)

I. EXPECTED LEARNING OUTCOMES/CORRESPONDING ASSESSMENT MEASURES

<table>
<thead>
<tr>
<th>Expected Learning Outcomes</th>
<th>Assessment Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify placement of CPT codes on Center for Medicare and Medicaid Services (CMS)-1500 insurance form</td>
<td>Class Discussion/Activity Summative Examination</td>
</tr>
<tr>
<td>Outline diagnoses and procedures according to Uniform Hospital Discharge Data Set (UHDDS) guidelines</td>
<td>Class Discussion/Activity Summative Examination Virtual Lab Assignment</td>
</tr>
<tr>
<td>Identify the symbols used in the CPT manual</td>
<td>Class Discussion/Activity Summative Examination</td>
</tr>
<tr>
<td>List the major sections found in the CPT manual</td>
<td>Class Discussion/Activity Summative Examination</td>
</tr>
<tr>
<td>Interpret information in section guidelines and notes</td>
<td>Class Discussion/Activity Summative Examination</td>
</tr>
<tr>
<td>Summarize and apply modifiers</td>
<td>Class Discussion/Activity Summative Examination</td>
</tr>
<tr>
<td>Identify the utility of Coding Clinic</td>
<td>Class Discussion/Activity Summative Examination</td>
</tr>
<tr>
<td>Summarize when to assign unlisted and Category III codes</td>
<td>Class Discussion/Activity Summative Examination Virtual Lab Assignment</td>
</tr>
<tr>
<td>Locate terms in the CPT index</td>
<td>Class Discussion/Activity Summative Examination</td>
</tr>
<tr>
<td>Identify content of CPT appendices</td>
<td>Class Discussion/Activity Summative Examination</td>
</tr>
<tr>
<td>Identify the three factors of E/M code assignment</td>
<td>Class Discussion/Activity Summative Examination</td>
</tr>
<tr>
<td>State the levels of Evaluation and Management (E/M) service</td>
<td>Class Discussion/Activity Summative Examination</td>
</tr>
<tr>
<td>Identify critical elements of Documentation Guidelines</td>
<td>Class Discussion/Activity Summative Examination</td>
</tr>
<tr>
<td>Identify Healthcare Common Procedure Coding System (HCPCS)</td>
<td>Class Discussion/Activity</td>
</tr>
<tr>
<td>modifiers</td>
<td>Summative Examination Virtual Lab Assignment</td>
</tr>
<tr>
<td>-----------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>Analyze separate procedure designation</td>
<td>Class Discussion/Activity Summative Examination</td>
</tr>
<tr>
<td>Compare professional and facility services</td>
<td>Class Discussion/Activity Summative Examination</td>
</tr>
<tr>
<td>Identify the major factors in wound repair</td>
<td>Class Discussion/Activity Summative Examination Virtual Lab Assignment</td>
</tr>
<tr>
<td>Compute area and degree of burns</td>
<td>Class Discussion/Activity Summative Examination Virtual Lab Assignment</td>
</tr>
<tr>
<td>List the elements of endoscopic procedures</td>
<td>Class Discussion/Activity Summative Examination Virtual Lab Assignment</td>
</tr>
<tr>
<td>Analyze cast application, strapping procedures, and traction</td>
<td>Class Discussion/Activity Summative Examination Virtual Lab Assignment</td>
</tr>
<tr>
<td>List the coding rules of arteries and veins</td>
<td>Class Discussion/Activity Summative Examination</td>
</tr>
<tr>
<td>Define the critical terms in maternity and delivery services</td>
<td>Class Discussion/Activity Summative Examination</td>
</tr>
<tr>
<td>Analyze services in the global maternity and delivery package</td>
<td>Class Discussion/Activity Summative Examination</td>
</tr>
<tr>
<td>Apply E/M codes to services and procedures</td>
<td>Class Discussion/Activity Summative Examination Virtual Lab Assignment</td>
</tr>
<tr>
<td>Apply surgery, radiology, pathology and laboratory, and medicine codes to services and procedures</td>
<td>Class Discussion/Activity Summative Examination Virtual Lab Assignment</td>
</tr>
<tr>
<td>Summarize the use of venipuncture with pathology and laboratory services</td>
<td>Class Discussion/Activity Summative Examination</td>
</tr>
<tr>
<td>Analyze the coding of immunizations</td>
<td>Class Discussion/Activity Summative Examination Virtual Lab Assignment</td>
</tr>
<tr>
<td>List the major features of Level II National Codes</td>
<td>Class Discussion/Activity Summative Examination</td>
</tr>
<tr>
<td>Compare Medicare Parts A, B, and C</td>
<td>Class Discussion/Activity Summative Examination</td>
</tr>
<tr>
<td>Define “participating provider”</td>
<td>Class Discussion/Activity Summative Examination</td>
</tr>
<tr>
<td>Summarize the framework of Medicare fraud and abuse</td>
<td>Class Discussion/Activity Summative Examination</td>
</tr>
</tbody>
</table>

### III. OUTLINE OF TOPICS

#### A. Introduction to CPT Nomenclature
1. What is CPT Nomenclature?
2. How is CPT Nomenclature Used?
3. How was the CPT Nomenclature Developed?
4. How are suggestions for changes to the CPT nomenclature reviewed?
5. Categories of CPT Codes
6. Category I CPT Codes
7. Category II CPT Codes
8. Category III CPT Codes
9. When are CPT codes implemented?
10. The HCPCS System

B. CPT Nomenclature Basics
1. Section numbers and their sequences
2. Instructions for using the CPT nomenclature
3. Format for the terminology
4. Code symbols
5. Guidelines
6. Modifiers
7. Unlisted procedure or service
8. Appendices
9. Alphabetic index

C. Evaluation and Management (E/M) Services
1. Classification of E/M services
2. Definitions of commonly used terms
3. Instructions for selecting a level of E/M services
4. Procedures included with E/M codes

D. Surgery- General Guidelines
1. CPT nomenclature surgical package definition
2. Follow-up care
3. Add-on codes
4. CPT codes exempt from modifier 51
5. Endoscopic/ Laparoscopic/ Arthroscopic vs. Open Procedures
6. Integumentary system
7. Musculoskeletal system
8. Respiratory system
9. Cardiology system
10. Digestive system
11. Female genital system
12. Maternity care and delivery
13. Nervous system
14. Skin and wounds
15. Arteries

E. Radiology/ Pathology and Laboratory
1. Supervision and interpretation
2. Diagnostic Radiology
3. Mammography
4. Interventional Radiology
5. Vascular/ Non Vascular Radiology
6. Diagnostic ultrasound
7. Radiation Oncology
8. Organ or disease oriented panels
9. Therapeutic drug assays
10. Pathology consultations
11. Urinalysis
12. Hematology and Coagulation
13. Microbiology
14. Cytopathology

F. Medicine
   1. Immunizations
   2. Infusions and Injections
   3. Dialysis

G. Modifiers
   1. Review of all CPT modifiers
   2. Modifiers for Ambulatory Surgery Center
   3. Modifiers for repeat procedures

H. Outpatient Reporting- Hospital Outpatient Prospective Payment System (OPPS)
   1. OPPS Primary Objectives
   2. Payment status indicators for the hospital-OPPS
   3. General instructions for CPT code use
   4. National Correct Coding Initiative (NCCI) Edits/Outpatient code editor (OCE)
   5. Specific Medicare OPPS Policies

IV. METHOD(S) OF INSTRUCTION

   A. Readings from textbook
   B. Supplemental handouts
   C. Discussion Board

V. REQUIRED TEXTBOOK


   CPT and HCPCS Coding Manuals

VI. REQUIRED MATERIALS

   A. Textbook
   B. A computer with internet access (available through the Jefferson College Labs).
C. Paper, notebooks, pens, pencils with erasers.

VII. SUPPLEMENTAL REFERENCES

A. Class Handouts

B. Current internet resources
   1. On-line reference materials
   2. American Health Information Management (AHIMA) website

VIII. METHOD OF EVALUATION

A. Assignments

B. Summative Written Examinations

C. Class Discussion

D. Grading Scale:
   A = 90-100%
   B = 80-89.9%
   C = 70-79.9%
   D = 60-69.9%
   F = 0-59.9%

There will be an assignment, discussion question and exam for all chapters covered throughout the course. The HIT Program runs a strict point system so the student will know where they stand regarding their grade at all times.

IX. ADA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library: phone 636-797-3000, ext. 3169).

X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies, as stated in the Student Handbook. Any student who cheats or plagiarizes will be subject to dismissal from the Health Information Technology program and will be referred to the college for disciplinary action. (See College website, http://www.jeffco.edu).
XI. ATTENDANCE

Students earn their financial aid by regularly attending and actively participating in their coursework. If a student does not actively participate, he/she may have to return financial aid funds. Consult the College Catalog or a Student Financial Services representative for more details.

XII. OUTSIDE OF CLASS ACADEMICALLY-RELATED ACTIVITIES

The US Department of Education mandates that students be made aware of expectations regarding coursework to be completed outside the classroom. Students are expected to spend substantial time outside of class meetings engaging in academically-related activities such as reading, studying, and completing assignments. Specifically, time spent on academically-related activities outside of class combined with time spent in class meetings is expected to be a minimum of 37.5 hours over the duration of the term for each credit hour.