



INSTRUCTIONAL PACKAGE

HIM 140

Current Procedural Terminology I

Effective Term

Fall/2018

INSTRUCTIONAL PACKAGE

PART I: COURSE INFORMATION

Effective Term: 201810

COURSE PREFIX: HIM 140

COURSE TITLE: Current Procedural Terminology I

CONTACT HOURS: 2 Lecture/3 Lab

CREDIT HOURS: 3

RATIONALE FOR THE COURSE:

This course provides the students with the basic knowledge of the use of the CPT and HCPCS coding and classification/procedural systems. Students will begin learning how to assign codes to capture the professional component of services provided.

COURSE DESCRIPTION:

This course provides a basic study of the CPT and HCPCS coding and classification systems particular to the physician's office setting. Students will learn how to assign codes to capture the professional component of services provided.

PREREQUISITES/CO-REQUISITES:

Prerequisites

(Credit level [BIO 210](#) Minimum Grade of C or Credit level [BIO 210](#) Minimum Grade of TC or Credit level [BIO 211](#) Minimum Grade of C or Credit level [BIO 211](#) Minimum Grade of TC or Credit level [BIO 112](#) Minimum Grade of C or Credit level [BIO 112](#) Minimum Grade of TC) and (Credit level [HIM 103](#) Minimum Grade of C or Credit level [HIM 103](#) Minimum Grade of TC) and (Credit level [AHS 102](#) Minimum Grade of C or Credit level [AHS 102](#) Minimum Grade of TC) and (Credit level [HIM 216](#) Minimum Grade of C or Credit level [HIM 216](#) Minimum Grade of TC)

And

Co-requisite HIM216

*Online/Hybrid courses require students to complete the DLi Online Student Orientation prior to completing an online course. The DLi Online Student Orientation can be found in WaveNet, under the My Student tab.

REQUIRED MATERIALS:

Please visit the Bookstore online site for most current textbook information. Use the direct link below to find textbooks.

[BOOKSTORE](#).

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's student portal for course materials.
WaveNet and D2L email access.

STUDENT IDENTIFICATION VERIFICATION

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

CLASSROOM ETIQUETTE:

NETIQUETTE: is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit: [Online Netiquette](#).

Part II: Student Learning Outcomes

Attention HGTC Students:

The faculty and administration of HGTC are committed to enhancing your learning experience at the College through improved methods of instruction and support services. For information on Student Support Services or questions about your curriculum program please refer to your WaveNet homepage.

STUDENT LEARNING OBJECTIVES:

1. Students will learn the Health Care Common Coding System history, organization, management, and application within the healthcare industry.
2. Students will demonstrate basic knowledge of assigning CPT and HCPCS codes and modifiers for healthcare services based on provided documentation.
3. Students will comprehend the guidelines for coding Evaluation and Management, Anesthesia, Surgery, Radiology, Pathology, Special Medicine, and medical supplies related to healthcare medical services for the purpose of statistical reporting and reimbursement.
4. Students will understand how to utilize printed and electronic code systems and computer assisted resources for the task of coding medical care.
5. Student will understand how to utilize additional regulatory payer and governmental resources to adhere to compliance mandates.

****Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

Part III: Grading and Assessment

CODING AND CLASSIFICATION I GRADING POLICY:

Your grade for this course will be determined solely on the basis of the criteria outlined in this syllabus. Students will not be allowed to substitute other activities (reports, homework, etc.) to count in place of any of the stated criteria. Also, since the tests/exams given in this course are designed to measure the extent to which you have mastered course materials, students should not expect there to be any “curving” of grades.

ACADEMIC DISHONESTY:

All forms of academic dishonesty, as outlined in the Student Code in the HGTC catalog, will NOT be tolerated and will result in disciplinary action. Anyone caught cheating or committing plagiarism (Defined in the code as: “The appropriation of any other person’s work and the unacknowledged incorporation of that work in one’s own work offered for credit”) will be given a grade of a zero for that assignment. A second offense will result in charges being filed with the Chief Student Services Officer.

The student is expected to:

1. Attend class regularly (80%)
2. Complete homework assignments in a timely manner.
3. Exhibit knowledge of each chapter by successfully completing homework, class work, and chapter tests, which cover the objectives listed in each chapter

POLICIES FOR MAKE-UP WORK AND ABSENCES: see instructor individually

NO MAKE-UP TEST WILL BE GIVEN FOR THE FINAL EXAM. You may arrange to take a test ahead of time

HOMEWORK AND ASSIGNMENTS: All work and assignments must be completed and turned in on or before the due date. LATE PAPERS WILL NOT BE ACCEPTED WITHOUT QUALIFYING CIRCUMSTANCES.

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*

Students’ performance will be assessed and the weight associated with the various measures/artifacts are listed below.

EVALUATION*

Homework Assignments	30%
Class Participation	30%
Weekly Quizzes	30%
Final Exam	10%
	<hr/>
	100%

****Students, for the specific number and type of evaluations, please refer to the Instructor’s Course Information Sheet.***

GRADING SYSTEM:

State the College’s or departmental grading system as delineated in the Catalog. Please note the College adheres to a 10 point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below. You must have your Dean’s approval if changes in the scale are made.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the academic calendar for deadlines for add/drop ([ACADEMIC CALENDAR](#)). You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of eighty percent (80%) of his or her classes in order to be eligible to receive credit for any course. However, due to the varied nature of courses taught at the College, a more rigid attendance policy may be required by individual instructors. At a minimum, a student may be withdrawn from a course(s) after he or she has been absent in excess of ten percent (10%) of the total contact hours for a course. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

For online and hybrid courses, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

Part V: Student Resources

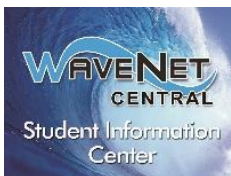


The Student Success and Tutoring Center (SSTC)

The SSTC offers to all students the following **free** resources:

1. **Academic coaches** for most subject areas, **Writing Center Support**, and **college success skills**.
2. **On-line student success and academic support resources**.

Visit the SSTC website: [Student Success & Tutoring Center](#) and visit the student services tab in your WaveNet account to schedule appointments using TutorTrac. For more information, call: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455. Room locations and Live Chat is available on the SSTC website.



Student Information Center: WaveNet Central (WNC)

WNC offers to all students the following **free** resources:

1. **Getting around HGTC**: General information and guidance for enrollment!
2. Use the [Online Resource Center \(ORC\)](#) for COMPASS support, technology education, and online tools.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.

Visit the WNC website: [Wavenet Central](#). Live Chat and Center locations are posted on the website. Or please call one of the following locations: WNC Conway, 349-5182; WNC Grand Strand, 477-2076; and WNC Georgetown, 520-1473.

Student Testing: (If course is offered in multiple format include this section, delete if only F2F sections are offered.)

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through RPNOW, our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

Disability Services

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to Jocelyn Williams, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Kristin Griffin, Counselor on the Grand Strand Campus. These individuals will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

Statement of Equal Opportunity/Non-Discrimination Statement

Horry Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and/or activities.

Title IX Requirements

Horry Georgetown Technical College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Any student who believe he or she has experienced or witnessed discrimination including sexual harassment, domestic violence, dating violence, sexual assault or stalking is encouraged to report such incidents to one of the College's Title IX Coordinators.

*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

Inquiries regarding the non-discrimination policies:	
Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Associate Vice President for Student Affairs.	Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Associate Vice President for Human Resources.
Dr. Melissa Batten, AVP Student Affairs <i>Title IX Coordinator</i> Building 1100, Room 107A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5228 Melissa.Batten@hgtc.edu	Jacquelyne Snyder, AVP Human Resources <i>Section 504, Title II, and Title IX Coordinator</i> Building 200, Room 212A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5212 Jacquelyne.Snyder@hgtc.edu