



INSTRUCTIONAL PACKAGE

HIM 140

CURRENT PROCEDURAL
TERMINOLOGY I

Effective Term
AY 2020/2021
Spring 2021

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: 202020

COURSE PREFIX: HIM140

COURSE TITLE: CURRENT PROCEDURAL TERMINOLOGY I

CONTACT HOURS: 3 LECTURE CREDIT HOURS: 3

RATIONALE FOR THE COURSE:

To Introduce Current Procedural Terminology and HCPCS Coding

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:

Credit level HIM 216 Minimum Grade of C or Credit level HIM 216 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 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

***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.

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

1. Students will understand the structure of Current Procedural Terminology and the Level II National Codes (HCPCS).
2. Students will review Reimbursement, HIPAA and Compliance.
3. Students will understand how and when to apply Current Procedural Terminology Modifiers.
4. Students will review Evaluation and Management Coding
5. Students will understand advanced procedural coding

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

Unit One
Chapter 1 Reimbursement HIPAA and Compliance After completing this chapter, you should be able to do the following: <ul style="list-style-type: none">• Distinguish between Medicare Part A, B, C, and D.• Interpret rules of the Health Insurance Portability and Accountability Act (HIPAA).• Locate information in the Federal Register.• Explain the RBRVS system.• Identify the major components of Managed Health Care.• Understand the framework of Medicare Fraud and Abuse.
Unit Two

Chapter 8 Introduction to CPT Part One

By the time you have finished Chapter 8 Part 1, you should be able to do the following:

- Identify the uses of the CPT manual.
- Name the developers of the CPT manual.
- Know the importance of using the current-year CPT manual.
- Identify placement of CPT codes on the paper GlossaryCMS-1500 insurance form.
- Recognize the symbols used in the CPT manual.
- Identify the content of the CPT appendices.
- List the major sections found in the CPT manual.

Chapter 8 Introduction to CPT Part 2

By the time you have finished Chapter 8 Part 2, you should be able to do the following:

- Interpret the information contained in the section Guidelines and notes.
- Describe the CPT code format.
- Append modifiers.
- Describe what is meant by unlisted procedures/services.
- State the purposes of a special report.
- Review Category II and III CPT codes.
- Locate terms in the CPT index.

Chapter 9 Introduction to the Level II National Codes (HCPCS)

By the time you have finished Chapter 9, you should be able to do the following:

- List the major features of Level II National codes, HCPCS.
- Recognize the code groupings within HCPCS.
- Review Temporary Procedure and Professional Services.
- Describe the HCPCS code format.
- Understand the Table of Drugs.
- Demonstrate the ability to assign HCPCS codes.

Unit Three

Chapter 10 Modifiers

After completing this chapter, you should be able to do the following:

- Recognize modifiers.
- Understand the purpose of CPT modifiers.
- Assign CPT modifiers 22-52.
- Assign CPT modifiers 53-59.
- Assign CPT modifiers 62-99.

Chapter 11 Evaluation and Management

After completing this chapter, you should be able to do the following:

- Identify and explain the three factors of E/M code assignment.
- Differentiate between a new and established patient.
- Differentiate between an inpatient and an outpatient.
- Explain the levels of E/M service.
- Review the key components.
- Analyze the key component of history.
- Analyze the key component of examination.
- Analyze the key component of medical decision making.
- List contributing factors.
- Analyze code information.
- Analyze the types of E/M codes.
- Identify CMS Documentation Guidelines
- Demonstrate the ability to code E/M services.

Unit Four

Chapter 13 General Surgery Guidelines

After completing this chapter, you should be able to do the following:

- Understand the Surgery section format.
- Locate notes and Guidelines in the Surgery section.
- State the use of the unlisted procedure codes.
- Interpret elements of a special report.
- Examine the separate procedure designation.
- Analyze the contents of a surgical package.
- Determine the contents of the General Subsection.

Chapter 12 Anesthesia

After completing this chapter, you should be able to do the following:

- Define types of anesthesia.
- Explain the format of the Anesthesia section and subsections.
- Understand the anesthesia formula.
- Demonstrate the ability to code anesthesia services.
- Identify use of other modifiers with anesthesia codes.

Semester Review/End of Semester

FINAL EXAM

Assessments: Weekly homework, Weekly Discussions, Unit Tests and Final Exam

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

Part III: Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*

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

EVALUATION*

Unit Tests	30%
Homework Assignments	30%
Discussion Class Participation	30%
Final Exam	10%
	100%

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

GRADING SYSTEM:

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.

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. 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 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once

a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **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 tutors** for most subject areas, **Writing Center support**, and **college success skills**.
2. Online **tutoring** and academic support resources.
3. Professional and interpersonal communication **coaching** in the EPIC Labs.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring appointments using TutorTrac, visit the Student Services tab in WaveNet. Email sstc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the [Online Resource Center](#) to access on-demand resources.



CENTRAL STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following **free** resources:

1. **Getting around HGTC**: General information and guidance for enrollment!
2. Use the [Online Resource Center \(ORC\)](#) including scheduled technology training, Office 365 support, password resets, and username information.
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.
5. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.

Visit the [Tech Central](#) website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324).

Student Testing:

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 Beth Havens, 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, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

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

Title IX Requirements

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college's Chief Student Services Officer, campus law enforcement, or with the college's Title IX Coordinator, or designee.

*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/TITLE IX 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 Vice President for Student Affairs.

Dr. Melissa Batten, VP Student Affairs

Title IX Coordinator

Building 1100, Room 107A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5228

Melissa.Batten@hgtc.edu

Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.

Jacquelyne Snyder, VP Human Resources

EEO and Title IX Coordinator

Building 200, Room 212A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5212

Jacquelyne.Snyder@hgtc.edu