



INSTRUCTIONAL PACKAGE

HIM 141

Current Procedural Terminology II

Effective Term
AY 2020/2021
Spring 2021

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: 202020

COURSE PREFIX: HIM 141

COURSE TITLE: Current Procedural Terminology II

CONTACT HOURS: 3 Lecture

CREDIT HOURS: 3

RATIONALE FOR THE COURSE:

Current Procedural Terminology II will put to work all of the foundational work learned in Current Procedural Terminology I. The focus of Current Procedural Terminology II is accurate code assignment from the different sections of the CPT code book.

COURSE DESCRIPTION:

This course provides an intermediate study of the CPT and HCPCS coding and classification systems with respect to surgical outpatient facilities and hospitals. 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 HIM 140 Minimum Grade of C or Credit level HIM 140 Minimum Grade of TC
and

Credit level HIM 225 Minimum Grade of C or Credit level HIM225 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.

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.

April 2020

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

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 14 The Integumentary System
After completing chapter 14, you should be able to do the following: After completing chapter 14, you should be able to do the following: <ul style="list-style-type: none">• Describe the format of the Integumentary System in the CPT manual.• Identify the elements of coding Skin, Subcutaneous, and Accessory Structures services.• Review the main services in Nails, Pilonidal Cyst and Introduction.• Identify the major factors in Glossary repair.• State the important coding considerations in Glossary destruction and breast procedures.• Demonstrate ability to code integumentary services and procedures.
Chapter 15 The Musculoskeletal System
After completing chapter 15, you should be able to do the following: <ul style="list-style-type: none">• Differentiate between fracture and dislocation treatment types.• Understand the types of traction.

- Identify services/procedures included in the General subheading.
- Analyze cast application and strapping procedures.
- Understand elements of arthroscopic procedures.
- Demonstrate the ability to code musculoskeletal services and procedures.

Chapter 16 The Respiratory System

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

- Differentiate between services reported with codes from the Respiratory System subsection and those reported with codes from other subsections.
- Explain the effects of extent and approach when reporting endoscopy respiratory procedures.
- Identify highlights of nasal procedure coding.
- Analyze the codes to report services to the accessory sinuses.
- Categorize the codes in the Larynx subheading.
- Explain the structure of the trachea/bronchi codes.
- Distinguish the difference amongst the codes assigned to report lungs and pleura services and procedures.
- Demonstrate the ability to code respiratory services and procedures.

Unit Two

Chapter 17 The Cardiovascular System

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

- Understand cardiovascular services reported with codes from the Surgery, Medicine, and Radiology sections.
- Review cardiovascular coding terminology.
- Recognize the major differences in the subheadings of the Cardiovascular subsection.
- Define rules of coding cardiovascular services when using codes from the Medicine section.
- Identify the major rules of coding cardiovascular services using the Radiology section codes.
- Demonstrate the ability to code Cardiovascular services.

Chapter 18 Hemic, Lymphatic, Mediastinum and Diaphragm

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

- Review the Hemic and Lymphatic Systems subsection format.
- Understand the Hemic and Lymphatic Systems subheadings.
- Demonstrate the ability to code Hemic and Lymphatic Systems services.
- Review the format of the Mediastinum and Diaphragm subsection codes.
- Understand the Mediastinum and Diaphragm information.
- Demonstrate the ability to code Mediastinum and Diaphragm services.

Chapter 19 The Digestive System

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

- Understand the format and codes of the Digestive System subsection.

- Report procedures of the lips.
- Report procedures of the vestibule of the mouth.
- Report procedures of the tongue and floor of the mouth.
- Report procedures of the dentoalveolar structures.
- Report procedures of the palate and uvula.
- Report procedures of the salivary gland and ducts.
- Report procedures of the pharynx, adenoids, and tonsils.
- Report procedures of the esophagus.
- Report procedures of the stomach.
- Report procedures of the intestines (except rectum).
- Report procedures of Meckel's diverticulum and the mesentery.
- Report procedures of the appendix.
- Report procedures of the colon and rectum.
- Report procedures of the anus.
- Report procedures of the liver.
- Report procedures of the biliary tract.
- Report procedures of the pancreas.
- Report procedures of the abdomen, peritoneum, and omentum.

Unit Three

Chapter 20 Urinary and Male Genital Systems

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

- Understand the format and codes of the Urinary System subsection.
- Review the subheadings and categories of the Urinary System subsection.
- Report services with Urinary System codes.
- Understand the format and codes of the Male Genital System subsection.
- Review the subheadings and categories of the Male Genital System subsection.
- Report services with Male Genital System codes.

Chapter 21 Reproductive, Intersex Surgery, Female Genital System, and Maternity Care and Delivery

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

- Describe reproductive services.
- Report reproductive services.
- Report intersex surgery services.
- Understand the format of the Female Genital System subsection.
- Identify elements of component coding with Female Genital System codes.
- Define the critical terms in maternity and delivery services.
- Define services in the global maternity and delivery package.
- Understand the format of the Maternity Care and Delivery subsection services.
- Demonstrate the ability to code the Female Genital and Maternity Care and Delivery subsection.

Chapter 22 The Endocrine and Nervous Systems

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

- Review the Endocrine System subsection format.

- Understand the Endocrine System subheadings.
- Demonstrate the ability to code Endocrine System services.
- Review the Nervous System subsection format.
- Understand the Nervous System subheadings.
- Demonstrate the ability to code Nervous System services.

Unit Four

Chapter 23 Eye, Ocular Adnexa, Auditory and Operating Microscope

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

- Review the Eye and Ocular Adnexa subsection.
- Understand the Eye and Ocular Adnexa subheadings.
- Demonstrate the ability to code Eye and Ocular Adnexa services.
- Review the Auditory System subsection format.
- Understand the Auditory System subheadings.
- Demonstrate the ability to code Auditory System services.
- Review reporting use of an operating microscope.
- Demonstrate the ability to report the use of an operating microscope.

Chapter 24 Radiology

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

- Demonstrate an understanding of Radiology terminology.
- Analyze the elements of component coding in reporting radiology services.
- Identify elements of the global procedure.
- State the appropriate coding of contrast material.
- Explain the format of the Radiology section.
- Demonstrate the ability to code Radiology services and procedures.

Chapter 25 Pathology and Laboratory

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

- Explain the format of the Pathology and Laboratory section.
- Understand the information in the Pathology and Laboratory Guidelines.
- Demonstrate an understanding of Pathology and Laboratory terminology.
- Differentiate amongst the Organ or Disease Oriented Panels codes.
- Recognize Drug Assay codes.
- Identify Therapeutic Drug Assays codes.
- Classify Evocative/Suppression Testing codes.
- Explain Consultations (Clinical Pathology) codes.
- Interpret Urinalysis, Molecular Pathology, and Chemistry codes.
- Evaluate Hematology and Coagulation codes.
- Describe Immunology codes.
- Discriminate amongst Transfusion Medicine codes.
- Interpret Microbiology codes.

- Evaluate Anatomic Pathology codes.
- Summarize Cytopathology and Cytogenic Studies codes.
- Explain Surgical Pathology codes.
- Choose Other Procedures codes.
- Demonstrate the ability to code Pathology and Laboratory services.

Unit Five

Chapter 26 Medicine

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

- Analyze the format of the Medicine section.
- Report psychiatric services.
- Identify biofeedback services.
- List components of dialysis reporting.
- Demonstrate ability to report gastrointestinal services.
- Understand ophthalmology and otorhinolaryngologic reporting.
- Report cardiovascular services.
- Identify services reported with pulmonary codes.
- List the important elements of coding allergy and clinical immunology services.
- Report endocrine services.
- Define neurology and neuromuscular services.
- Demonstrate an understanding of central nervous system assessment and intervention.
- Analyze chemotherapy services.
- Report special services and dermatologic procedures.
- Code physical medicine and rehabilitation services.
- Report active wound management.
- Define osteopathic and chiropractic services.
- Understand non-face-to-face services.
- Code special services, procedures, and reports.
- Report medical services using Medicine section codes.

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

- Explain the differences between inpatient and outpatient coding.
- Define principal diagnosis and procedure.
- Examine the Official Guidelines for Coding and Reporting.
- Review the Guidelines for Selection of a Principal Diagnosis.
- Determine when a condition should be reported as an additional diagnosis.
- Explain the purpose of the present on admission indicators.
- Examine the ICD-10-PCS system

Chapter 27 Inpatient

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

- Explain the differences between inpatient and outpatient coding.

- Define principal diagnosis and procedure.
- Examine the *Official Guidelines for Coding and Reporting*.
- Review the Guidelines for Selection of a Principal Diagnosis.
- Determine when a condition should be reported as an additional diagnosis.
- Explain the purpose of the present on admission indicators.
- Examine the ICD-10-PCS system.

Final Exam

Assessments: Weekly homework, Weekly Critical Thinking, 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	10%
Critical Thinking	30%
Final Exam	30%
	100%

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

GRADING SYSTEM:

- 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, and 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.



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 HGTC's [Accessibility and Disability Service webpage](#). The Accessibility and Disability staff 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.

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