

**El Paso Community College**  
**Syllabus**  
**Part II**  
**Official Course Description**

<b>SUBJECT AREA</b>	<b>Health Information Management</b>								
<b>COURSE RUBRIC AND NUMBER</b>	<b>HITT 1342</b>								
<b>COURSE TITLE</b>	<b>Ambulatory Coding</b>								
<b>COURSE CREDIT HOURS</b>	<table style="margin: auto; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 0 10px;"><b>3</b></td> <td style="text-align: center; padding: 0 10px;"><b>2</b></td> <td style="text-align: center; padding: 0 10px;"><b>:</b></td> <td style="text-align: center; padding: 0 10px;"><b>4</b></td> </tr> <tr> <td style="text-align: center; padding: 0 10px;"><b>Credits</b></td> <td style="text-align: center; padding: 0 10px;"><b>Lec</b></td> <td></td> <td style="text-align: center; padding: 0 10px;"><b>Lab</b></td> </tr> </table>	<b>3</b>	<b>2</b>	<b>:</b>	<b>4</b>	<b>Credits</b>	<b>Lec</b>		<b>Lab</b>
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<b>Credits</b>	<b>Lec</b>		<b>Lab</b>						

**I. Catalog Description**

Provides the fundamentals of ambulatory coding rules conventions and guidelines. A grade of “C” or better is required in this course to take the next course. **Prerequisite: HITT 1341. (2:4). Lab fee.**

**II. Course Objectives**

- A. Unit I. Introduction to CPT Coding
  - 1. Define key terms.
  - 2. Explain how the CPT book is arranged.
  - 3. Describe the seven sections of CPT.
  - 4. Explain the uses of CPT coding.
  - 5. Discuss why the CPT code book changes each year.
  - 6. Discuss the American Medical Association’s involvement with CPT.
- (b) CPT Book Format
  - 1. Explain how to use the CPT book.
  - 2. Discuss CPT guidelines.
  - 3. Describe the format of the CPT text.
  - 4. Explain how to utilize the CPT Appendices.
  - 5. Explain how to utilize the CPT Index
  - 6. Describe how to find codes in the CPT book.
- (c) CPT Editorial Notations
  - 1. Describe the CPT Editorial Notations (symbols).
  - 2. Explain the meaning of the various Editorial Notations.
  - 3. Explain the uses of CPT Editorial Notations.
- B. Unit II. Modifiers
  - 1. Discuss the role of modifiers in CPT coding.
  - 2. Explain the ways to write modifiers.
  - 3. Define the individual modifiers utilized in CPT coding.

- C. Unit III. Surgery Section of CPT
  - 1. Discuss the codes utilized for surgeries.
  - 2. Discuss the surgery services available.
  - 3. Describe the arrangement of the surgery section of CPT
  
- D. Unit IV. Radiology Section of CPT
  - 1. Discuss the codes utilized for radiology services.
  - 2. Describe the arrangement of the radiology section of CPT
  
- E. Unit V. Pathology and Laboratory Section of CPT
  - 1. Discuss the codes utilized for pathology and laboratory services.
  - 2. Describe the arrangement of the pathology and laboratory section of CPT.
  - 3. Explain the use of automated multi-channel tests.
  
- F. Unit VI. Evaluation and Management (E/M) Codes
  - 1. Discuss how E/M Codes are utilized.
  - 2. Define the key ingredients of each E/M service.
  - 3. Explain the role of time in E/M Coding
  - 4. List examples of E/M Services
  
- G. Unit VII. Medicine Section of CPT
  - 1. Discuss the codes utilized for medicine services.
  - 2. Describe the arrangement of the medicine section of CPT.
  - 3. Explain the Special Services and Reports Subsections.
  
- H. Unit VIII. Anesthesia Section of CPT
  - 1. Discuss the types of anesthesia.
  - 2. Describe CPT format.
  - 3. Explain coding procedure.
  - 4. Discuss anesthesia modifiers and qualifying circumstances.
  
- I. Unit IX. HCPCS National Code Editorial Notations
  - 1. Describe the National Code Notations (symbols).
  - 2. Explain the meaning of the National Code Notations.
  - 3. Explain the uses of National Code Notations.
  
- J. Unit X. Category III
  - 1. Explain how Category III or Temporary Codes are utilized.
  - 2. List examples of the appropriate use of Temporary Codes.
  
- K. Unit XI. Reimbursement
  - 1. Discuss the essentials of accurate coding.
  - 2. Discuss the use of super bills vs. the CMS 1500 form.
  - 3. Explain when and how claims should be resubmitted.
  - 4. Define RBRVS and related terms.

- L. Unit XII. Fraud and Abuse
  - 1. List examples of fraud and abuse in health care.
  - 2. Discuss the penalties for fraud and abuse.
  - 3. Describe the fundamental elements of an effective compliance program.

### **III. THECB Learning Outcomes (WECM)**

Upon completing this course, the student will be able to:

- 1. Apply nomenclatures and classification systems and assign codes.

### **IV. Evaluation**

- A. Pre-assessment  
The instructor will review and discuss the course prerequisites on the first day of class. Due to specialized admission requirements for the HITT Program, all students should have the necessary prerequisites prior to enrollment.

- B. Post-assessment  
An exam will be administered to include material discussed in each unit in this course. Quizzes over lecture material and/or assigned reading are at the discretion of the instructor.

Unit activities/assignments will be assigned by the instructor to further enhance students' understanding of the course objectives.

A comprehensive final examination will be administered for this course.

The instructor will maintain a continuous record of each student's progress. Students not performing at a "C" level or better in the course will be referred for tutoring and/or counseling.

Students are encouraged to seek direction and help for those areas in which they experience difficulty. The course instructor may assign remedial or tutorial work designed to enhance student proficiency.

Students not adhering to the Health Occupations Criteria for course pursuit may be administratively withdrawn from this course. (See attached)

- C. Grading Scale
  - 93 - 100 = A
  - 83 - 92 = B
  - 75 - 82 = C
  - 0 - 74 = Failing

The student must receive a grade of "C" or better to pass this course.

### **V. Disability Statement (Americans with Disabilities Act [ADA])**

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

## **VI. 6 Drop Rule**

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.

## **VII. Title IX and Sex Discrimination**

Title 9 (20 U.S.C. 1681 & 34 C.F.R. Part 106) states the following "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The Violence Against Women Act (VAWA) prohibits stalking, date violence, sexual violence, and domestic violence for all students, employees and visitors (male and female). If you have any concerns related to discrimination, harassment, or assault (of any type) you can contact the Assistant to the Vice President for Student and Enrollment Services at 915-831-2655. Employees can call the Manager of Employee Relations at 915-831-6458. Reports of sexual assault/violence may also be reported to EPCC Police at 915-831-2200.

## **HEALTH OCCUPATIONS DIVISION CRITERIA FOR COURSE PURSUIT**

In order to establish guidelines for determining when a student has ceased to pursue the course objectives, the Health Occupations Division has set the following applicable standards.

1. The student must adhere to the attendance requirement of course HITT 1342. In order to pursue the course, the student must attend a minimum of 42 hours of instruction. (Meets a total of 48 hours).
2. The student will not be able to make up theory hours.
3. Tardiness will be defined as being fifteen (15) minutes or more late to theory sessions. Students will be allowed two (2) events of tardiness, after which the tardiness will be considered an absence.
4. If required by instructor/coordinator, student also must follow the standards established in the El Paso Community College Health Occupations Programs Student Handbook for Allied Health Students and/or program addendum. The student is bound by standards in the El Paso Community College Health Occupations Programs Student Handbook for Allied Health Students as evidenced by the return of a signed/dated acknowledgment sheet.
5. Where the student continues to pursue the course objectives but is receiving failing grades, he/she will remain eligible to complete the course, except in instances where unsafe practice occurs.
6. The student must appear for examinations, presentations, or other required class activities and submit required papers, projects, and/or reports as identified in the course syllabus/calendar.

Failure of the student to follow the above will indicate that the student is no longer pursuing the objectives of the course and will result in faculty initiated withdrawal.

**EL PASO COMMUNITY COLLEGE  
HEALTH OCCUPATIONS DIVISION  
SCHOLASTIC DISHONESTY**

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion. "Cheating on a test" shall include:

1. Copying from another student's paper.
2. Using test materials not authorized by the person administering the test.
3. Unauthorized collaborating with or seeking aid from another student.
4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of a test.
5. The unauthorized transportation or removal, in whole or in part, of the contents of the test.
6. Substituting for another student, or permitting another student to substitute for one's self, to take a test.
7. Bribing another person to obtain a test or information about a test.
8. "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.
9. Any student involved in scholastic dishonesty as identified above, or in the Student Handbook, may, at the discretion of the faculty,
  - a. Have the test or paper graded zero (0).
  - b. Be removed from the class.
  - c. Be recommended for administrative dismissal from the course or program.

The stringency of this policy is understandable when read in the context of an educational program preparing individuals for a health career where the safety and well-being of the public are largely dependent upon the knowledge and ethical responsibility of the health personnel. Evidence of unethical behavior, such as cheating, precludes the instructional faculty's ability to declare prospective graduates to be reliable and ethical.