Course Description

Focuses on the conventions and guidelines of the Current Procedural Terminology (CPT) coding system. An overview of coding and guidelines, coding conventions, evaluation and management services, medicine used in CPT and for the Health Care Procedural Coding System (HCPCS). Students will practice applying all CPT and HCPCS codes that relate to the outpatient setting.

Course Textbook


Homepage: www.encoderpro.com
EncoderPro will be utilized in this course to help students understand medical coding. You will need to access the homepage and create a username and password.

Course Learning Outcomes

Upon completion of this course, students should be able to:

1. Compile patient data for appropriate code assignment.
2. Apply diagnosis and procedure codes using CPT and HCPCS.
3. Identify the need for collaboration with clinical staff to resolve coding discrepancies and documentation issues.
4. Apply legal and ethical guidelines as they relate to medical coding and reimbursement.
5. Use anatomy, physiology, and pathophysiology knowledge when coding health information.

Credits

Upon completion of this course, the students will earn three (3) hours of college credit.

Course Structure

1. **Study Guide**: Each unit contains a Study Guide that provides students with the learning outcomes, unit lesson, required reading assignments, and supplemental resources.
2. **Learning Outcomes**: Each unit contains Learning Outcomes that specify the measurable skills and knowledge students should gain upon completion of the unit.
3. **Unit Lesson**: Each unit contains a Unit Lesson, which discusses lesson material.
4. **Reading Assignments**: Each unit contains Reading Assignments from one or more chapters from the textbook.
5. **Suggested Reading**: Suggested Reading is listed in the Unit II study guide. Students are encouraged to read the resource listed if the opportunity arises, but they will not be tested on their knowledge of the Suggested Reading. Chapter presentations are provided in each unit study guide as Suggested Reading to aid students in their course of study.
6. **Learning Activities (Non-Graded)**: These non-graded Learning Activities are provided in each unit to aid students in their course of study.
7. **Discussion Boards**: Discussion Boards are part of all CSU term courses. More information and specifications can be found in the Student Resources link listed in the Course Menu bar.
8. **Unit Assessments:** This course contains six Unit Assessments, one to be completed at the end of Units I-III and V-VII. Assessments are composed of multiple-choice questions and written-response questions.

9. **Unit Quiz:** This course contains one Unit Quiz to be completed at the end of Unit IV. The Unit Quiz is used to give students quick feedback on their understanding of the unit material and is composed of multiple-choice questions.

10. **Unit Assignments:** Students are required to submit for grading Unit Assignments in Units I-VII. Specific information and instructions regarding these assignments are provided below. Grading rubrics are included with each assignment. Specific information about accessing these rubrics is provided below.

11. **Final Exam:** Students are to complete a Final Exam in Unit VIII. All Final Exams are proctored—see below for additional information. You are permitted four (4) hours to complete this exam in the presence of your approved proctor. This is an open-book exam. Only course textbooks and a calculator, if necessary, are allowed when taking proctored exams. The Final Exam is composed of multiple-choice questions and written-response questions.

12. **Ask the Professor:** This communication forum provides you with an opportunity to ask your professor general or course content-related questions.

13. **Student Break Room:** This communication forum allows for casual conversation with your classmates.

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**CSU Online Library**

The CSU Online Library is available to support your courses and programs. The online library includes: databases, journals, e-books, research guides, and other support services. The eResources are accessible 24/7 and can be accessed through the Online Portal.

To access the library, log into myCSU Student Portal and then click on CSU Online Library. The CSU Library offers several reference services. E-mail (library@columbiasouthern.edu) and telephone assistance is available (1.877.268.8046) Monday – Thursday 8 am to 5 pm, and Friday from 8 am to 3 pm. Ask Librarian! is available 24/7: look for the chat box on the online library page.

Librarians can help you develop your research plan or to assist you in any way in finding relevant, appropriate and timely information. Reference requests can include customized keyword search strategies, links to articles, database help and other services.

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**Unit Assignments**

**Unit I Scholarly Activity**

Today is your day! Your boss has chosen you to do some investigative work for him to further your knowledge base within your new position in the company. He has asked you to do a little research on the Federal Register and its use, content, and purpose.

In a minimum of one page, please report back on the following information:

- What is the *Federal Register*?
- Why is it important for billers and coders to be aware of what is in the Federal Register?
- Why is it necessary to follow the guidelines set by the government?
- What editions of the Federal Register are of interest to hospital facilities and outpatient facilities?
- Access the Federal Register at [http://www.gpo.gov/fdsys/](http://www.gpo.gov/fdsys/) and locate the following: Federal Register / Vol. 80, No. 49 / Friday, March 13, 2015 / Rules and Regulations-Department of Health and Human Services. To access the article, follow the following directions:
  - Click on Federal Register on the right-hand side of the screen.
  - Choose the year 2015.
  - Next, choose March.
  - Next, choose Friday, March 13.
  - Scroll down and select, “Health and Human Service Department.”
  - Access the *Rules and Regulations* article that is the first option presented under this category.
Once you have located the article from above in the Federal Register, identify the following:

- the regulation’s issuing office,
- the subject of the notice,
- the agency,
- the action,
- a summary,
- dates,
- contacts for further information, and
- supplementary information.

Be sure to cite all sources in APA format, including the textbook.

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

**Unit II Homework**

To assist you with the application of the coding knowledge you are gaining, after you have read the unit lesson and required readings for Unit II, complete the Chapter 14 and Chapter 15 exercises in the workbook.

Using EncoderPro, identify the appropriate CPT codes and modifiers. Click [here](#) to complete the Unit II worksheet.

Chapter 14:
- Theory problems, p. 77: 2, 4, 6
- Practical problems, pp. 78-80: 8, 10, 12, 14, 16, 18, 20, 22

Chapter 15:
- Theory problems, pp. 82-83: 9, 10, 11, 12, 14, 15, 16, 17, 18, 20, 22, 24, 26, 28, 30
- Practical problems, pp. 84-94: 32, 34, 36, 38, 40, 42, 44, 46, 48, 50, 52, 54, 56, 58, 60, 62, 64, 66
- Reports, p. 95: 70, 72

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

**Unit III Homework**

It is time again to demonstrate your knowledge and understanding of coding. Complete the assigned practical problems and reports as outlined below for the following systems: digestive, urinary, male reproductive, and female reproductive systems. You may also be asked to code intersex surgery, maternity care, and delivery. Please click [here](#) to access the worksheet to use for submitting your answers.

Chapter 16:
- Theory problems, p. 97: 2, 4, 8
- Practical problems, pp. 98-99: 10, 12, 14, 16, 18, 20, 22

Chapter 17:
- Theory problems, pp. 101-102: 2, 4, 6, 8, 10, 12, 14, 16, 18
- Practical problems, p. 103: 22, 24, 26, 28, 30

Chapter 18:
- Practical problems, pp. 107-110: 24, 26, 28, 30, 32, 34, 36, 38, 40, 42, 44
- Reports, p. 111: 46, 48, 50

Consult Appendix A for Reports documentation.

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.
Unit IV Essay

As a coder, identify what you think a day would be like from the time you enter the work place until the time you leave to go home. What do you think are some challenges that you might face?

In addition to this, discuss why it is important to collaborate with clinical staff when resolving coding discrepancies. When would it be appropriate to query the physician?

Your answer should be a minimum of two pages in length, not including the title or references pages. You must include at least one outside source, which must come from the CSU Online Library. Be sure to use APA citations throughout your paper.

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

Unit V Homework

To assist you with the application of the coding knowledge you are gaining, after you have read the unit lesson and required readings for Unit V, complete the Chapter 21 and Chapter 22 exercises in the workbook.

Using EncoderPro, identify the appropriate CPT codes and modifiers. Click here to complete the Unit V worksheet.

Chapter 21:
- Practical problems, pp. 135-137: 42, 44, 46, 48, 50, 52, 54, 56, 58, 60
- Reports, p. 138: 62, 64

Chapter 22:
- Practical problems, pp. 141-142: 34, 36, 38, 40, 42, 44
- Reports, p. 143: 46

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

Unit VI Homework

Again, it is time to demonstrate your knowledge and understanding of coding. Complete the assigned practical problems and reports as outlined below for the following systems: digestive, urinary, male reproductive, and female reproductive systems. You may also be asked to code intersex surgery, maternity care, and delivery. Please click here to access the worksheet to use for submitting your answers.

Chapter 23:
- Practical problems, pp. 147-149: 20, 22, 24, 26, 28, 30, 32, 34, 36, 38, 40
- Reports, pp. 150-151: 42, 44, 46, 48

Chapter 24:
- Practical problems, pp.157-159: 58, 60, 62, 64, 66, 68, 70, 72, 74, 76, 78
- Reports, p. 160: 80, 82, 84

Chapter 25:
- Practical problems, pp. 165-166: 54, 56, 58, 60, 62, 64, 66, 68
- Reports, p. 167: 70, 72

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

Unit VII Homework

To assist you with the application of the coding knowledge you are gaining, after you have read the unit lesson and required readings for Unit VII, complete the Chapter 26 and Chapter 27 exercises in the Workbook.

Using EncoderPro, identify the appropriate CPT codes and modifiers. Click here to complete the Unit VII worksheet.
Chapter 26:
- Practical problems, pp. 171-172: 22, 24, 26, 28, 30, 32
- Reports, p. 172: 32

Chapter 27:
- Practical problems, p. 176: 38, 40, 42, 44
- Reports, p. 177: 46, 48

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

**APA Guidelines**

The application of the APA writing style shall be practical, functional, and appropriate to each academic level, with the primary purpose being the documentation (citation) of sources. CSU requires that students use APA style for certain papers and projects. Students should always carefully read and follow assignment directions and review the associated grading rubric when available. Students can find CSU’s Citation Guide by clicking [here](http://mycsu.columbiasouthern.edu). This document includes examples and sample papers and provides information on how to contact the CSU Success Center.

**Blackboard Grading Rubrics**

One or more assignments in this course utilizes a Blackboard Grading Rubric. A rubric is a tool that lists evaluation criteria and can help you organize your efforts to meet the requirements of an assignment. Your professor will use the Blackboard Grading Rubric to assign points and provide feedback for the assignment.

You are encouraged to view the assignment rubric before submitting your work. This will allow you to review the evaluation criteria as you prepare your assignments. You may access the rubric in “My Grades” through the “Tools” button in your course menu. Click the “View Rubric” link to see the evaluation criteria for the assignment. Upon receiving your assignment grade, you may view your grade breakdown and feedback in the rubric.

**CSU Grading Rubrics for Papers/Projects, Discussion Boards, and Assessments**

The Learning Resource area of the myCSU Student Portal provides the rubrics, and information on how to use them, for Discussion Boards, written response questions in Unit Assessments, and Research Papers/Projects.

The course writing assignments will be graded based on the CSU Grading Rubric for all types of writing assignments, unless otherwise specified within assignment instructions. In addition, all papers will be submitted for electronic evaluation to rule out plagiarism. Course projects will contain project specific grading criteria defined in the project directions.

To view the rubrics, click the Student Resources link in the Course Menu, or access them through the CSU Grading Rubric link found in the Learning Resources area of the myCSU Student Portal.

**Final Examination Guidelines**

Final Exams are to be administered to students by an approved Proctor. CSU approves two flexible proctoring options: a standard Proctor, who is chosen by the student and approved by the university, or Remote Proctor Now (RP Now), an on-demand, third-party testing service that proctors examinations for a small fee.

Students choosing RP Now must have an operational webcam/video with audio, a high-speed Internet connection, and the appropriate system rights required to download and install software.

To review the complete Examination Proctor Policy, including a list of acceptable Proctors, Proctor responsibilities, Proctor approval procedures, and the Proctor Agreement Form, go to the myCSU Student Portal from the link below.

[http://mycsu.columbiasouthern.edu](http://mycsu.columbiasouthern.edu)
You are permitted four (4) hours to complete this exam in the presence of your approved Proctor. This is an open book exam. Only course textbooks, writing utensils, and a calculator, if necessary, are allowed when taking proctored exams. Other materials are not permitted unless specified in the examination instructions and only the sources identified in the instructions may be used as source material.

**Communication Forums**

These are non-graded discussion forums that allow you to communicate with your professor and other students. Participation in these discussion forums is encouraged, but not required. You can access these forums with the buttons in the Course Menu. Instructions for subscribing/unsubscribing to these forums are provided below.

Click here for instructions on how to subscribe/unsubscribe and post to the Communication Forums.

**Ask the Professor**

This communication forum provides you with an opportunity to ask your professor general or course content questions. Questions may focus on Blackboard locations of online course components, textbook or course content elaboration, additional guidance on assessment requirements, or general advice from other students.

Questions that are specific in nature, such as inquiries regarding assessment/assignment grades or personal accommodation requests, are NOT to be posted on this forum. If you have questions, comments, or concerns of a non-public nature, please feel free to email your professor. Responses to your post will be addressed or emailed by the professor within 48 hours.

Before posting, please ensure that you have read all relevant course documentation, including the syllabus, assessment/assignment instructions, faculty feedback, and other important information.

**Student Break Room**

This communication forum allows for casual conversation with your classmates. Communication on this forum should always maintain a standard of appropriateness and respect for your fellow classmates. This forum should NOT be used to share assessment answers.

**Grading**

- Discussion Boards (8 @ 1.5%) = 12%
- Assessments (6 @ 5%) = 30%
- Homework Assignments (5 @ 8%) = 40%
- Unit IV Quiz = 2%
- Unit I Scholarly Activity = 3%
- Unit IV Essay = 4%
- Final Exam = 9%
- **Total** = 100%

**Course Schedule/Checklist (PLEASE PRINT)**

The following pages contain a printable Course Schedule to assist you through this course. By following this schedule, you will be assured that you will complete the course within the time allotted.
By following this schedule, you will be assured that you will complete the course within the time allotted. Please keep this schedule for reference as you progress through your course.

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**Notes/Goals:**

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**Notes/Goals:**
## Course Schedule

### Unit V
**Cardiovascular System and Hemic, Lymphatic, Mediastinum, and Diaphragm**

**Review:**
- Unit Study Guide
- **Learning Activities (Non-Graded):** See Study Guide

**Read:**
- Chapter 21: Cardiovascular System
- Chapter 22: Hemic, Lymphatic, Mediastinum, and Diaphragm
- **Suggested Reading:** See Study Guide

**Discuss:**
- **Discussion Board Response:** Submit your response to the Discussion Board question by Saturday, Midnight (Central Time)
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**Submit:**
- **Assessment** by Tuesday, Midnight (Central Time)
- **Homework** by Tuesday, Midnight (Central Time)

**Notes/Goals:**

### Unit VI
**Digestive System, Urinary System, Reproductive Systems, and Maternity Care and Delivery**

**Review:**
- Unit Study Guide
- **Learning Activities (Non-Graded):** See Study Guide

**Read:**
- Chapter 23: Digestive System
- Chapter 24: Urinary and Male Genital System
- Chapter 25: Reproductive, Intersex Surgery, Female Genital System, and Maternity Care and Delivery
- **Suggested Reading:** See Study Guide

**Discuss:**
- **Discussion Board Response:** Submit your response to the Discussion Board question by Saturday, Midnight (Central Time)
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