Nashville State Community College
Business, Management, and Hospitality Division
Healthcare Management
Master Course Syllabus
HCMT 2345 – CPT Coding

The purpose of the syllabus is to tell you how the course is organized, what the expectations are, and how you will be graded. In addition, there is important information about how the college will operate during severe weather and how the college will communicate with you. The syllabus is not a contract. Instead, it is meant to help you succeed in this course. If any of the content changes during the semester, you will be notified.

Course Information (Zoom/Online):

Course Title: CPT Coding **Credits:** 3 **Class Hours:** 3

Course Description:

A study of the descriptive terms and identifying codes for reporting medical services and procedures according to the latest edition of Physician' Current Procedural Terminology (CPT). Topics include CPT coding format and conventions, applying coding guidelines to ensure accurate code assignment, complexities of assigning evaluation and management codes, and the format and usage of HCPCS National codes and modifiers.

Prerequisites: BIOL 2010 with a grade of "C" or higher and Corequisite BIOL 2020 and HCMT 2400 (if taken as prerequisites a grade of "C" or higher required). HCMT 2335 and 2345 cannot be taken at the same time.

Students must maintain a grade of "C" or higher in order to progress in program.

Instructor Information:

Name:
Email:
Office Phone:
Office Location:

Required Textbook(s) & Other Materials:
Textbook(s): Step By Step Medical Coding 2022 by Carol Buck. Elsevier ISBN# 978-0-323-79038-0 Workbook to accompany text ISBN# 978-0-323-79039-0
CPT Current Procedural Terminology 2022 Professional Edition by the American Medical Association. ISBN# 978-1-64016-087-3

Reference Materials: Medical Dictionary, preferably Dorlands, Stedmans, or Tabers. Each student must have a medical dictionary. **Supplies:** None

Once you have registered for your courses, you should make sure you have the correct textbook and materials for each course. Before courses begin, you can do this by looking up your courses on the bookstore's website (https://www.bkstr.com/nsccstore/shop/textbooks-and-course-materials) using your A# or by entering your course information. If you are registered with the Access Center and need an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3721, 615-353-3741, or accesscenter@nscc.edu

Honors Option: Honors credit is available in some classes. If you are interested in participating in the Honors Program, please see your instructor within the first four weeks of class.

Course Outcomes: At the end of the semester, this is what you should know and/or be able to do:

- Assign CPT code(s) for procedures and/or services rendered during the encounter.
- Interpret CPT/HCPCS guidelines, conventions, formats, and instructional notations to select appropriate services and/or procedures that require coding.
- Determine if more than one code is necessary to fully describe the procedure/service performed.
- Apply the global surgical package concept to surgical procedures.
- Determine if sufficient clinical information is available to assign one or more procedure or service codes.

Course Competencies:

The following are detailed course competencies, or specific skills or knowledge, intended to help you achieve the course outcomes:

- Given a procedure, apply the CPT code(s), including modifiers, according to AMA guidelines.
- Given a symbol, explain the meaning and how this may affect the code assignment.
- Given a code, determine the type of service or procedure.
- Given a code, identify HCPCS level.
- Given an anesthesia service, determine the physical status modifier used.
- Given an anesthesia service, determine the need for a qualifying circumstances code.
- Given the three key components, identify the evaluation and management code assignment.
- Given a list of lab procedures, identify the pathology and laboratory panel.
- Given a radiological scenario, explain a diagnostic service vs. therapeutic service.
- Given a two digit modifier, explain when modifier may be amended.
- Given a documentation of time, demonstrate the application of time when assignment of a critical care code.
- Given a surgical pathology specimen, identify correct surgical pathology level.
- Given immune globulins, vaccines, and toxoids, identify code assignment and differences in administration and product.

The following are general education competencies intended to support the course outcomes:
- Know how to locate, evaluate, and use information resources
- Use critical thinking skills

Topics to Be Covered:

- CPT format
- Modifiers
- E/M services
- Anesthesia
- Surgery guidelines and general surgery
- Integumentary system
- Musculoskeletal system

- Respiratory system
- Cardiovascular system
- Hemi, lymphatic, mediastinum, and diaphragm
- Digestive system
- Urinary and male genital systems
- Reproductive, intersex surgery, female genital system, and maternity care and delivery
- Endocrine and nervous systems
- Eye, ocular adnexa, auditory, and operating microscope
- Radiology
- Pathology and Laboratory
- Medicine
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Course Assessments: The following assessments will be used to demonstrate your understanding, knowledge, and skills:

Assignments/Homework

Assignments/homework will consist of reading chapters and completing exercises from the text as well as other exercises chosen by the instructor. Selected assignments will be graded.

Homework can be found by clicking "Evaluation-Quizzes" on the Navigation Bar on the top of the course page. You will submit your homework within NS Online. Homework must be submitted to the instructor by the due date. Please do not wait until the last day to turn in homework because last minute computer problems could prevent you from getting the assignment in on time. Computer problems are not considered an excuse for late homework. **LATE HOMEWORK WILL NOT BE ACCEPTED. A GRADE OF ZERO WILL BE ASSIGNED.**

Tests and Quizzes

Tests and quizzes will consist of objective questions and problems. They may contain true/false, multiple choice, matching, completion and cases. **The Midterm, Final, and Quizzes will be taken online off campus. All tests and quizzes will be timed.** Because coding is a skill, tests will be cumulative. **NO MAKE-UP TESTS OR QUIZZES WILL BE GIVEN. Failure to complete quizzes and tests by the due dates will result in a grade of zero for that assessment.**

Final Exam: The Final exam is comprehensive. ALL STUDENTS ARE REQUIRED TO TAKE THE FINAL. Absence from the final exam will result in a failing grade for the course.

Grading Policy:

Assignments	25%
Quizzes	25%
Midterm	25%
Final	25%

Grading Scale:

Letter Grade	Percentage Range
A	90-100%
B	80-89%
C	70-79%
D	65-69%
F	64% and below

FA

If you stop attending class or if you are in an online class and stop submitting assignments, but do not turn in a withdrawal form by the deadline, you are still enrolled in class. You will be given a grade of FA, which means you have failed due to not attending class and not completing your assignments. Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the "Last Day to Earn F for Attendance (FA)." If you stop attending your course after this date, you will receive an F.

According to NSCC policy, an FA is awarded to students who do not officially withdraw from a course and do not attend after the cut-off date provided in the academic calendar. Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the "Last Day to Earn F for Attendance (FA)." Students who stop attending on or before this date receive an FA; students who stop attending after this date receive an F.

For online courses, attendance is defined by submission of assignments. Students who fail a course and whose last assignment is submitted on or before the FA date will earn an FA for the course. Students who fail a course and whose last assignment is submitted after the FA date will earn an F for the course.

FN

An FN is awarded if you have never attended your course or done any of the work in an online course.

Late Work Policy & Make-up Procedures for Missed Assignments and Work:

- There are specific due dates set for homework assignments and exams. Homework due dates and test/quiz dates will be strictly adhered to and will not be extended. Failure to complete homework and exams by the due dates will result in a grade of zero for that assessment.
- **NO MAKE UP TESTS OR QUIZZES WILL BE GIVEN**. A grade of "zero" will be assigned for any test/quiz that has not been taken.
- Please check your weekly assignments and semester calendar to check dates that are the last acceptable dates for completing the tests and quizzes. **ALL DUE DATES ARE LISTED ON THE COURSE OUTLINE.** It is recommended that you print the course outline and semester calendar and keep a copy with your text materials.

Attendance Policy

General Policy

If you have been exposed to COVID-19 or have tested positive, you must email virusinfo@nscc.edu.

- *Absences in a course may affect your final grade.*
- *Tardiness may also affect your final grade.*

- *You are responsible for all work/tests that occur during any missed course session(s) regardless of reason(s) for absence.*
- *If you are not well enough to attend a course session (class), you must notify the instructor as soon as possible before the scheduled course time.*
  - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*
- *If you have an unavoidable conflict with a scheduled course session, you must notify the instructor before the course session.*
  - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*

Instructor's Policy

The attendance policy for this course:

A student is expected to attend all scheduled Zoom classes. Absences in a course may affect a student's final grade. **Students are required to attend 70% of Zoom classes. Failure to attend Zoom sessions will affect your final grade as your grade will be lowered by a letter grade.** The student is responsible for all assigned work in the course regardless of excused or unexcused absences. Tardiness may also affect a student's final grade.

Attendance in this course is critical to success. There are specific due dates set for homework assignments and exams. **Homework due dates and test/quiz dates will be strictly adhered to and will not be extended. Failure to complete homework and exams by the due dates will result in a grade of zero for that assessment.** Online attendance is measured by submission of assignments and completing tests and quizzes. If a student does not submit their assignments or fails to take a quiz or test they will be considered absent (non participating). Simply logging in to the classroom does not count as attending. Students must actively participate (submit assignments as well as quizzes and tests) in the course to be considered attending.

In cases where student absences are the result of emergency circumstances (e.g. death in the family, a student's serious injury or incapacitating illness), for which the students are unable to make immediate contact with faculty, the students are unable to make immediate contact with faulty, the student may contact the Dean for Students Services Office for assistance in providing such immediate notification to faculty. However, the student remains responsible for verify the emergency circumstances to faculty and for discussing arrangements with faculty for completion of course work requirements. (Student Handbook)

If you decide to drop this class, please check the printed semester schedule or the NSCC website for the last day to withdraw and receive a "W". The drop date will also be noted on the semester calendar for this course. You must complete an add/drop form or drop using MYNSCC before this date in order to receive a "W" rather than an "F".

For financial aid purposes, **attendance** is measured by participation in the course. Instructors can determine your level of participation in several ways. Some of those ways are:
- continued attendance
- participation in on-ground or virtual class sessions
- participating in D2L as prompted
- responding to an instructor's email

- posting to a discussion board
- completing and submitting assignments

Technology Statement

- All classes at the College are web enhanced. "Web enhanced" means that components of the course, such as assignments and online discussions, may be located online in the class D2L/NS Online course shell and used in the course, even if the course meets in a classroom on ground.
- You must have access to a computer and an internet connection to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells.
- You may also be required to use free video conferencing platforms (examples: Zoom, Teams, etc.) for course sessions and meetings.
- You will be responsible for appropriate dress while on video. This means that you are expected to dress as if you were in a classroom.
- You will be responsible for a distraction free environment while on video. This means that the professor and others in the course should not be able to hear noise in your home, such as cell phones, TVs, or barking dogs. The best way to do this is to keep yourself on "mute" until you need to speak.
- You will be responsible for making sure your background is neutral. Keep in mind that students and professors come from all around the world, and you are all a part of our community. Therefore, please avoid having images in your background that may be offensive to your classmates.
- Certain publisher materials, such as textbook figures, may not work on cellphones and may require a laptop or a tablet.
- If you have questions or concerns regarding access to a computer or internet resources, please contact your instructor. Additional information is available on this website: https://www.nscc.edu/current-students/studentonline-resources/access-to-internet-and-technology.

Computer Labs

Computers are available for all Nashville State students to use at each campus during open hours. Open computer lab availability may vary from campus to campus.
You should check the NSCC website for current hours of operation.

D2L/NS Online and myNSCC

It is your responsibility to check your email in **both** D2L/NS Online course shells and your @my.nscc.edu (student email) on a regular basis. These are the official communication channels between the college and you. You are responsible for the information communicated through these email channels. D2L/NS Online emails contain specific course information and @my.nscc.edu emails contain important information from college offices, such as Financial Aid.

ADA Compliance Statement

If you need accommodations due to a disability, please do not hesitate to reach out to our Access Center. Disabilities for which you can receive accommodations include documented physical, emotional, and/or learning conditions. Nashville State is committed to supporting your success, and we encourage you to get assistance if needed. If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3741 or 615.353.3721, or e-mail accesscenter@nscc.edu.

Classroom Misconduct

Disruptive conduct is not allowed in the classroom. Disruptive conduct is any behavior that prevents students from learning and interferes with the ability of the instructor to teach. This may change from course to course; therefore, your individual instructors will give you guidance on what qualifies as "disruptive conduct" in their courses. Please review the

[Nashville State Student Code of Conduct policy](). Please be aware that children are not allowed in class or to be left unattended on campus.

Academic Misconduct

You have started this academic journey to prepare for a future career. Because of this, it is important that you learn the materials being presented in your courses. For this reason, cheating, in any form, robs you of your opportunity to learn and master the material that will enable you to succeed in that future career. Nashville State has a clear [Academic Misconduct Policy]() that you are expected to follow. In addition, your instructors will clarify what Academic Misconduct looks like and the consequences for violations in each course that you take. The instructor has the authority to assign an "F" or a "zero" for such violations or for the semester grade.

"Plagiarism may result from: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your own words (A Writer's Reference 331). Academic dishonesty may be defined as, but is not limited to, intentionally trying to deceive by claiming credit for the work of another person, using information from a web page or source without citing the reference, fraudulently using someone else's work on an exam, paper, or assignment, recycling your own work from another course, purchasing papers or materials from another source and presenting them as your own, attempting to obtain exams/materials/assignments in advance of the date of administration by the instructor, impersonating someone else in a testing situation, providing confidential test information to someone else, submitting the same assignment in two different classes without requesting both instructor's permission, allowing someone else to copy or use your work, using someone else's work to complete your own, altering documents, transcripts or grades, and forging a faculty/staff member's signature.

Academic Early Alert System

If you are not doing well in your course, your instructor may send you an Early Alert through your @my.nscc.edu email. This email will go to your academic advisor and Student Success advisor, as well. If you get an Early Alert, contact your instructor immediately. Instructors send these when they want to help you figure out how to get extra support to pass the course. An Early Alert does not mean that you have already failed the course. Rather, it means you are in danger of failing the course if you do not change your learning strategy. Please use an Early Alert to your advantage and as an opportunity to improve your grade.

RAVE Emergency Alert System

You can log in to this free alert system to receive text messages about emergencies related to NSCC campuses: https://www.getrave.com/login/nscc. The instructions for this are listed below.

- Your RAVE Username is your NSCC email address.
- If you've never received an email from RAVE with your password, or if you need to reset your password, select "Forgot your password?" and a new password will be emailed to you.
- Should the RAVE system indicate "user not found", select Register and create your own RAVE account.

Student Wellness

Your well-being is important to us. With this in mind, the college has several resources available to provide support when needed:

- Free tutoring: https://www.nscc.edu/current-students/on-campus-resources/learning-center-and-tutoring

- NSCC email, scheduling, online courses, textbooks, tech check out and support, computer labs on campuses, academic advising, financial advising, COVID-19 information and procedures on campuses: https://www.nscc.edu/current-students/student-online-resources
- Services that help with bus passes, food, childcare, textbooks, housing, financial counseling, personal counseling, suicide prevention, health insurance: https://www.nscc.edu/current-students/on-campus-resources/studentsupport-services

Equity Statement

We are taking steps to become more aware of the many different needs of students. Faculty, staff and administrators are committed to helping students find ways to meet their needs so that ALL students can reach their goals. Please ask for things you need.

Inclement Weather & Campus Closings

You get notices about campus closings in these places: text messages from RAVE and www.nscc.edu.
Even when campuses are closed, you are still responsible for completing all assigned work. Check D2L/NS Online for a message from your instructor so you do not miss important assignments and due dates, which may change due to the campus closure.

Class Cancellation Policy

Our instructors post messages about cancelling classes in the D2L/NSOnline course shells and/or on the classroom door on campus. These messages can be found in the News and Content section or the Email tab in the online shell. Please check these to be sure that you take advantage of opportunities for learning and points toward your grade.