This master course syllabus is meant simply as a guide and overview of the course. Each instructor will further clarify their criteria for grading, classroom procedures, attendance, exams and dates, etc. on his/her course syllabus.

**Course Title:** HCM 2500 – 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.

Prerequisite(s): BIOL 2010 with a grade of "C" or higher. Co-requisite(s): BIOL 2020 and HCM 2800 (if taken as prerequisites a grade of “C” or higher required). HCM 2400 and 2500 cannot be taken at the same time.

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

**Note:** This is the same course as ADMIN 2303 – CPT Coding

**Instructor Information:**
Name:  
Email:  
Office Phone:  
Office Location:  
Office Hours:

**Textbook and Other Materials:**
Textbook: Step By Step Medical Coding 2016 by Carol Buck. ISBN# 978-0-323-38919-8  
Workbook to accompany text ISBN# 978-0-323-38921-1  
Reference Materials: Medical Dictionary, preferably Dorlands, Stedmans, or Tabers. Each student must have a medical dictionary.  
Supplies: None

**Course Outcomes:**
Upon successful completion of this course, students should be able to:
• 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 intended to support 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

Course Assessments:
The following performance assessments will be used to demonstrate students’ understanding, knowledge and skills:
   Assignments  10%
   Quizzes       25%
   Midterm      25%
   Final        40%

Grading Policy:
• 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.

Grading Scale:
A  90-100%
B  80-89%
C  70-79%
D  65-69%
F  64% or below

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.
**Attendance Policy**

A student is expected to attend all scheduled classes and laboratories. Each instructor will formulate an attendance policy and provide it on the course syllabus. Absences are counted from the first scheduled meeting of the class, and it is the responsibility of each student to know the attendance policy of each instructor in whose class he/she is enrolled. If a student is absent from a class, he/she should give an advanced explanation to the instructor. Absences in a course may affect a student’s final 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.

Failure to attend class will result in a final course grade of “FA” or “FN” (see explanation below) depending on the individual instructor’s course policy.

FA= failure, attendance-related (unofficial withdrawal) Last recorded date of attendance required.
FN= failure, never attended class (unofficial withdrawal)

**Student Communication Channels**

It is the student’s responsibility to check D2L and MyNSCC email on a regular basis. These are the official communication channels between the college and students. Students are responsible for the information communicated through those channels. D2L contains specific course information and MyNSCC contains information important for other purposes.

**ADA Compliance Statement**

Nashville State complies with the Americans with Disabilities Act. If you wish to request any special accommodations for any courses in which you are enrolled, contact the Student Access Center at 615.353.3741 or 3721.

**Classroom Misconduct**

Nashville State Community College has a zero tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary sanctions. Please consult your Student Handbook for more specific details.

The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity. He/she can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or in conduct which violates the general rules and regulations of the College.

Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.).

Please be aware that children are not allowed in class or unattended on campus.
Academic Dishonesty (Honor Code)
Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. "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.

In addition to other possible disciplinary sanctions that may be imposed through regular college procedures as a result of academic dishonesty the instructor has the authority to assign an “F” or a “Zero” for the exercise, paper, or examination or to assign an “F” for the course. Students may appeal through the appropriate college grade appeal procedures.

Inclement Weather Policy
In the event of an inclement weather event, check the Nashville State web site home page at www.nscc.edu for announcements on campus closures. Campus closures will also be announced on local television stations (channels 2, 4, 5, and 17).

When classes are cancelled, an online assignment will be posted in NS Online. Check your NS Online email for a message from your instructor regarding your online assignment requirements. Even though classes may be cancelled, some areas, i.e. Testing Center, may be open. However, you should check before commuting to campus.

The Vice President for Academic Affairs and the Director of Security are responsible for cancellation decisions during an inclement weather event for the Nashville State main campus and the Southeast campus. Cookeville, Waverly, and Dickson Campus Directors will make class cancellation decisions based on conditions in their respective areas. Decisions about class cancellations are based on actual conditions, not forecasts. The perspective used for making decisions is that of the college as an employer, not as a K-12 institution. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.