

J. Sargeant Reynolds Community College
Course Content Summary

Course Prefix and Number: HIM 295

Credits: 3

Course Title: Topics in HIM: Health Data Classification Systems II: CPT

Course Description: Focuses on procedure classification using CPT. This system is currently utilized for collecting health data for the purposes of statistical research and financial reporting. Prerequisites: BIO 100 (or BIO 141 and 142), HLT 143, HIM 110, or permission of the instructor. Lecture 3 hours per week.

General Course Purpose: Required for the Medical Records Coder Career Studies Certificate, this course is designed to introduce students to the CPT classification system. The course also focuses on official coding guidelines, CMS Compliance Plan, Correct Coding Initiative, coding resources (official publications and vendor supported publications), and ethical issues in coding and classification.

Course Prerequisites and Co-requisites:

Prerequisites: BIO 100 (or BIO 141 and 142), HIM 110, HLT 143, or permission of the instructor

Course Objectives:

Upon completing the course, the student will be able to

- a. Apply the principles of coding health care data using CPT;
- b. Demonstrate appropriate application of CPT coding guidelines;
- c. Describe basic structure of HCPCS system and weighted payment methodology;
- d. Identify concepts of bundling, starred procedures, and other key CPT coding conventions;
- e. Demonstrate competency in use of modifiers;
- f. Interpret clinical information from primary health records to identify all procedures;
- g. Evaluate conflicting and ambiguous clinical information and recommend corrective action with the health care provider;
- h. Demonstrate use of AMA's CPT Assistant as a coding resource;
- i. Employ basic knowledge of encoding;
- j. Describe an appropriate system to keep CPT codes updated;
- k. Discuss the issues of multiple procedure classification systems currently used in the USA; and
- l. Demonstrate appropriate management of ethical issues that coders may encounter.

Major Topics to Be Included:

- a. Introduction to coding using CPT and HCPCS
- b. CPT format and conventions
- c. CPT coding steps, medical record as source document, and official coding guidelines
- d. CPT basic coding guidelines
- e. Introduction to encoders
- f. Ethical issues in coding
- g. Coding evaluation and management
- h. Coding anesthesia and surgery
- i. Coding radiology and pathology/laboratory
- j. Coding medicine
- k. Uses of modifiers

Effective Date of Course Content Summary: May 11, 2016