**BRAZOSPORT COLLEGE**

**LAKE JACKSON, TEXAS**

**SYLLABUS**

**HITT 2435: CODING AND REIMBURSEMENT METHODOLOGIES**

**COMPUTER TECHNOLOGY & OFFICE ADMINISTRATION DEPARTMENT**

CATALOG DESCRIPTION

**HITT 2435 Coding and Reimbursement Methodologies** CIP 5107130016
Development of advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement.
(4 SCH, 3 lecture, 2 lab)
*Prerequisite: HITT 1441 or approval of the division chair*
*Required skill level code: Not applicable.*

PREPARED BY: _____ DATE: _____
INSTRUCTOR

RECOMMENDED BY: _____ DATE: _____
DIVISION CHAIRMAN

RECOMMENDED BY: _____ DATE: _____
DEAN

APPROVED: _____ DATE: _____

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**BRAZOSPORT COLLEGE**
**SYLLABUS**
**HITT 2435: CODING AND REIMBURSEMENT METHODOLOGIES**

COURSE EVALUATION

**STUDENT EVALUATION**

Chapter exercises will account for no more than 25% of the total grade.

Daily quizzes will account for no more than 25% of the total grade.

Tests will account for no more than 30% of the total grade.

Final exam will account for no more than 20% of the total grade.

**INSTRUCTOR EVALUATION**

A. Students will be given an opportunity to evaluate their instructor and the course content.

B. The instructor will review and evaluate in terms of withdrawal rate.

C. Final grades given will be reviewed in an effort to determine if a pattern of high or low grades exists.

**DEPARTMENT EVALUATION OF COURSE**

A. Faculty and the Division Chair will review student grades and withdrawal trends.

B. Faculty and the Division Chair will review the Course Competencies and Perspectives Assessment.

# BRAZOSPORT COLLEGE
## SYLLABUS
### HITT 2435: CODING AND REIMBURSEMENT METHODOLOGIES

## COURSE CONTENT

**GENERAL GOALS/OBJECTIVES**

The student will demonstrate proper sequencing of codes according to established guidelines and standards and apply reimbursement methodologies. CPT & HCPCS codes will be emphasized.

**SPECIFIC GOALS/OBJECTIVES**

The content of this course will focus on:

- the purpose of CPT/HCPCS codes and the requirements for claims submission

- the CPT coding conventions and application of CPT codes for healthcare reimbursement

- an overview of the purpose and use of CPT and HCPCS Level II modifiers

- coding guidelines associated with the surgical procedures performed to treat illnesses and injuries of the various anatomical systems

- principles of radiology code reporting and the claims process for radiology services performed by physicians and hospital-based outpatient providers

- code assignment process for common laboratory tests and procedures performed, supervised, or interpreted by pathologists

- an overview of the procedures and services described in the medicine chapter of the CPT codebook

- introduction of codes used by physicians who provide or supervise anesthesia services

- format and usage of HCPCS National Codes and modifiers

- claims process for ambulatory services, which is based on correct CPT code assignment

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LEARNING OUTCOMES


1. Apply CPT codes for health care reimbursement:
   *Performance will be satisfactory if student can apply codes with 70% accuracy on a written exam and applies codes in given laboratory exercises.*

2. Apply CPT & HCPCS level II modifiers:
   *Performance will be satisfactory if student can apply modifiers with 70% accuracy on a written exam and can apply modifiers in given laboratory exercises.*

3. Differentiate between the codes used for diagnosis and procedures:
   *Performance will be satisfactory if student can make differentiations with 70% accuracy on a written exam and can apply proper codes in given laboratory exercises.*

4. Apply CPT codes for pathology:
   *Performance will be satisfactory if student scores 70% on a written exam and can apply proper codes to pathology cases.*

5. Apply CPT codes for radiology:
   *Performance will be satisfactory if student scores 70% on a written exam and can apply proper codes to radiology cases.*

6. Apply CPT codes for other listed procedures:
   *Performance will be satisfactory if student scores 70% on a written exam and can apply proper codes to listed procedures.*

**Instructor:** Chris Robinson (adjunct)          **Office:** off campus
**Office Phone:** (979) 230-3394          **E-mail:** Ron.Bonnette@brazosport.edu
**Alt. Phone:** (   )   -

## COURSE DESCRIPTION

Development of advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement.  CIP 5107130016 (4 SCH, 3 lecture, 2 lab)

## PREREQUISITES

HITT 1441 or approval of the division chair.

## TEXTBOOK OR COURSE MATERIAL INFORMATION

Smith, Gail I., MA, RHIA, CCS-P. Basic CPT/HCPCS Coding. American Health
Information Management Association, current edition.

Covell, Alice, CMA, RMA, CPC. (current edition) Coding Workbook for the Physician's Office. Delmar Cengage Learning, 2010 or better.

CPT Standard Edition for 2010 (current edition). American Medical Association, 2010 or better.

Optional:          Venes, Thomas. Taber's Cyclopedic Medical Dictionary, 20$^{th}$ edition or better. F. A. Davis Co. **OR**
                     Dorland's Pocket Medical Dictionary, 28$^{th}$ edition or better. W. B. Saunders Company.

## LAB REQUIREMENTS

Students will be given lab time during class hours.

## ATTENDANCE AND WITHDRAWAL POLICIES

Students will be dropped by the instructor if they miss more than 20% of the classes before the drop date. Tardiness and leaving early will count as part of an absence.

Each student will spend at least three hours preparing for class. Every student is expected to contribute to class discussions and complete assigned work. Attendance is critical.

| Fall and Spring 15-week Semesters | |
|---|---|
| Class Meetings | Maximum absences before being dropped |
| One per week | 2 |
| Two per week | 4 |

It is the student's responsibility to withdraw from a course if circumstances occur that could prevent the student from successfully completing that course. Students should notify instructor of decision to withdraw and must not expect nor assume the instructor will complete the paperwork for the student. The instructor will complete required paperwork

only if the instructor decides to drop a student for cause. Failure to notify instructor of withdrawal could result in the student failing the course.

Please note that changes in the Texas Education Code state that students enrolling for the first time in a Texas public institution of higher education in the fall of 2007 or after, will not be permitted to withdraw from more than a total of six courses (no minimum number of credit hours on each course) in which the student is officially enrolled during the student's period of undergraduate study at all such institutions (this includes any course a transfer student has dropped at another institution of higher education). See http://www.brazosport.cc.tx.us/CurStu.html for more information.

## COURSE REQUIREMENTS AND GRADING POLICY

*Final Grade Calculation:*

| | |
|---|---|
| Chapter Exercises | 25% |
| Daily Quizzes | 25% |
| Tests | 30% |
| Final Exam | 20% |
| Total | 100% |

Grading scale for unit test:

| | |
|---|---|
| 90 % + correct responses | = A |
| 80 % - 89% correct responses | = B |
| 70 % - 79% correct responses | = C |
| 60 % - 69% correct responses | = D |
| Less than 60 % correct responses | = F |

The student's performance will be satisfactory if they have 60% or more of the correct responses.

The instructor will designate the amount of time allowed for each quiz or test. The final exam should be completed within two hours. Graded tests will be returned to the students within a week.

## TESTING

*Chapter Exercises* will be based on a points-off per error basis depending upon the complexity and the length of assignment. Grades will be assigned based on the Grading Scale in Addendum A.

*Daily Quizzes* will be based on a points-off per error basis depending upon the complexity and length of assignment. Grades will be assigned based on the Grading Scale in Addendum A.

*Tests* will be graded based on a points-off per error basis depending on the complexity and length of the test. Grades will be assigned based on the Grading Scale in Addendum A.

*Final Exams* will be comprehensive and graded based on a points-off per error basis depending on the complexity and length of the test. Grades will be assigned based on the Grading Scale in Addendum A.

## MAKE-UP POLICY

Daily Quizzes and Tests cannot be made up. At the end of the semester, the Final Exam grade will replace the lowest test grade if it is higher.

## STUDENT RESPONSIBILITIES

Students are expected to fully participate in the course. The following criteria are intended to assist you in being successful in this course.

    a.  Time Management.
    b.  Understanding the Syllabus Requirements.
    c.  Utilizing Online Components (Such as WebCT).
    d.  Communicating with the Instructor.
    e.  Completing Course Work.

## PROJECTS, ASSIGNMENTS, PORTFOLIOS, SERVICE LEARNING, INTERNSHIPS, ETC.

As assigned.

## SCANS COMPETENCIES

The Secretary's Commission on Achieving Necessary Skills (SCANS) identified competencies in the areas of Resources, Interpersonal, Information, Systems, and Technology; and foundation skills in the areas of Basic Skills, Thinking Skills, and Personal Qualities. This course is part of a program in which each of these competencies and skills are integrated. For application of specific SCANS competencies and skills in this course, see Addendum A.

## ACADEMIC HONESTY

Brazosport College assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct including academic honesty. The principle of academic honesty is that all work presented by you is yours alone. Academic dishonesty, including, but not limited to, cheating, plagiarism, and collusion shall be treated appropriately. Please refer to the Brazosport College Student Guide for more information. This is available online at http://www.brazosport.edu (Click on the link found on the right side of the homepage).

## STUDENTS WITH DISABILITIES

Brazosport College is committed to providing equal education opportunities to every student. Brazosport College offers services for individuals with special needs and capabilities including counseling, tutoring, equipment, and software to assist students with special needs. Please contact the Special Populations Counselor at (979) 230-3236 for further information.

## OTHER STUDENT SERVICES INFORMATION

This list is provided to assist students locate available services. Information about the Brazosport College Library is available at http://www.brazosport.edu/sites/CurrentStudents/Library/default.aspx or by calling (979) 230-3310.

Tutoring for math, reading, writing, biology, chemistry, and other subjects is available in the Learning Assistance Center (LAC). See www.brazosport.edu/sites/CurrentStudents/LAC/default.aspx or call (979) 230-3253. To contact the Computer Technology & Office Administration Department, call (979) 230-3229.

The Student Services area provides the following services:

| | |
|---|---|
| Counseling and Advising | 230-3040 |
| Financial Aid | 230-3294 |
| Student Activities | 230-3355 |

To reach the Information Technology Department for technical assistance, call the Helpdesk at (979) 230-3266.

| | SCANS COMPETENCIES | |
|---|---|---|
| | **HITT 2435 Coding and Reimbursement Methodologies** | |
| | **Competency Reference** | **Application** |
| | | |
| **1.** | **Resource** | Deadlines are assigned to assignments, with penalties awarded when the deadlines are not met. |
| | Time Management, | |
| | Facilities/Materials, | Students must have a fundamental working knowledge of a microcomputer for lab work and be able to utilize materials accompanying the textbook. |
| | Human Resources | |
| | | |
| **2.** | **Interpersonal** | Leadership, |
| | Part. as Team Member, | The student must be able to work in a group when the class is participating in group assignments. |
| | Works with Diversity | |
| | | |
| **3.** | **Information** | |
| | Acquiring, | Acquire skills and knowledge used in the medical field; organize that knowledge, and then interpret information so that the skills and knowledge may be applied. |
| | Organizing, | Manipulate information so that there is efficiency in inputting to the system. |
| | Interpreting | Translate medical information into code for insurance purposes. |
| | | |
| **4.** | **Systems, Understanding** | |
| | Organizational Systems, | Understand how the medical/health environment is structured. |
| | Technological Systems, | Understand how technology applies to the medical field and possess a basic understanding of a microcomputer. |
| | Social Systems | Understand how to function within social systems on the job. |
| | | |
| **5.** | **Technology** | |
| | Selecting, | |
| | Applying, | Use medical software to find correct medical codes. |
| | Maintaining | |
| | | |
| **6.** | **Basic Skills** | |
| | Reading, Writing, | Communicate ideas and information in order to complete assignments. |
| | Mathematics, | |
| | Speaking, Listening | |
| | | |
| **7.** | **Thinking Skills** | |
| | Decision Making, | Recognize a problem; examine the issues surrounding the problem and make a recommendation for solving the problem. |
| | Problem Solving, | Trouble-shoot reasons for claims being denied. |
| | Learning Techniques | |
| | | |
| **8.** | **Personal Qualities** | |
| | Responsibility, | Follow instructions on all assignments; consult the instructor for assignment when class is missed; and make-up any assignment as directed in the syllabus. |
| | Sociability, | |
| | Integrity/Honesty | Display ethical and business-like conduct at all times. |

**HITT 2435 – Coding and Reimbursement Methodologies**
**Weekly Schedule**

| Week | Subject | Quiz/Test |
|------|---------|-----------|
| 1 | Course Introduction, Chapters 1&2 – Introduction & Application of CPT | |
| 2 | Lecture 3 – Modifiers | Quiz over Chapters 1 & 2 |
| 3 | Lecture 4 – Surgery | Quiz over lecture 3 |
| 4 | Lecture 5 – Radiology | Quiz over lecture 4 |
| 5 | Lecture 6 – Pathology & Lab | Quiz over lecture 5 |
| 6 | Lecture 7 – Evaluation and Management | Quiz over lecture 6 |
| 7 | Lecture 8 – Medicine | Quiz over lecture 7 |
| 8 | Lecture 9 – Anesthesia | Quiz over lecture 8 |
| 9 | Lecture 10 – HCPCS Level II | Quiz over lecture 9 |
| 10 | Lecture 11 – Ambulatory Setting | Quiz over lecture 10 |
| 11 | Lecture – Appendix A, B, C, & D | Quiz over lecture 11 |
| 12 | Lecture on V & E Codes | Quiz over Appendices |
| 13 | V Codes & E Codes/Putting it Together | |
| 14 | Review for Final Exam | |
| 15 | Final Exam | Final Exam |