MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE
COURSE OUTLINE

Faculty members are required to have the outline submitted to the Academic Affairs Office. The course outline is the form used for approval of new courses by the Academic Affairs and Standards Council.

DEPT: HIMC                     COURSE NUMBER:  1100

NUMBER OF CREDITS:  3 Lecture:  3       Lab:  0

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<th>Course Title:</th>
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<td>CPT-4</td>
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<th>Catalog Description:</th>
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<td>This course provides a study of the Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS) coding systems. There will be an emphasis on correctly assigning procedure and evaluation management (E/M) codes according to current CPT Guidelines. Students will continue using the principles of coding to ensure proficiency in coding with CPT-4 using records and concepts of coding. Students will adhere to current regulations and established guidelines in code assignment. Interpret clinical information maintained in the health record to assign codes. Understand and demonstrate ethical coding principles in applying codes.</td>
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FULFILLS MN TRANSFER CURRICULUM AREA(S)
Goal 1: Communication: _____ by meeting the following competencies:
Goal 2: Critical Thinking: _____ by meeting the following competencies:
Goal 3: Natural Sciences: _____ by meeting the following competencies:
Goal 4: Mathematics/Logical Reasoning: _____ by meeting the following competencies:
Goal 5: History and the Social and Behavioral Sciences: _____ by meeting the following competencies:
Goal 6: The Humanities and Fine Arts: _____ by meeting the following competencies:
Goal 7: Human Diversity: _____ by meeting the following competencies:
Goal 8: Global Perspective: _____ by meeting the following competencies:
Goal 9: Ethical and Civic Responsibility: _____ by meeting the following competencies:
Goal 10: People and the Environment: _____ by meeting the following competencies:
Prerequisites or Necessary Entry Skills/Knowledge:
HC 1151 Body Structure and Function,
HIMC 1180 Medical Terminology in Healthcare
HIMC 1160 Introduction to Medical Billing and Coding

Topics to be Covered
Healthcare Common Procedure Coding System (HCPS)
Official conventions and guidelines for CPT and HCPCS coding systems
Appropriately apply CPT and HCPCS guidelines in medical setting
Support accurate billing through coding

Student Learning Outcomes
Explain the development and purpose of CPT-4/HCPCS and how it is used.
Explain the format used in CPT-4/HCPCS.
Apply and adhere to CPT-4/HCPCS current guidelines.
Analyze the documentation in the health record to ensure it supports the CPT/HCPCS and reflects the patient’s progress, clinical findings, and discharge status.
Verify the procedure documentation in the health record is timely, complete, and accurate.
Apply knowledge of procedural medical terminology, anatomy and physiology, pathophysiology, pharmacology, and medical-surgical techniques.
Identify potential abuse or fraudulent trends through data analysis.

Is this course part of a transfer pathway:  Yes ☐ No ☒

Revised 2/20