MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE
COURSE OUTLINE

Faculty is 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

COURSE TITLE:  CPT-4

CATALOG DESCRIPTION: Understand Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS) with emphasis on correctly assigning procedure and evaluation management (E/M) codes according to current guidelines. Interpret clinical information maintained in the health record to assign codes. Understand and apply ethical coding principles in applying codes.

AUDIENCE: Medical Coding Specialist students, Health Information Technology students, and any other students who satisfy the prerequisite requirements and is interested in gaining more knowledge in this area.

FULFILLS MN TRANSFER CURRICULUM AREA(S) (Leave blank if not applicable)
Area:   by meeting the following competencies:
Area:   by meeting the following competencies:
Area:   by meeting the following competencies:

PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE: HC 1151 Body Structure and Function, HIMC 1180 Medical Terminology in Healthcare and HIMC 1160 Introduction to Medical Billing and Coding

LENGTH OF COURSE:  1 semester

THIS COURSE IS USUALLY OFFERED:
Every other year ☐ fall X spring X summer ☐ undetermined ☐

Four goals are emphasized in course at Minnesota West Community & Technical College:

1) ACADEMIC CONTENT: The academic objectives of this course are:
   a. Learn official guidelines of CPT and HCPCS coding systems
   b. Appropriately apply CPT and HCPCS guidelines in a medical setting.
   c. Support accurate billing through coding.

2) THINKING SKILLS: This course will help students improve the effectiveness of their thinking skills through:
   a. Analytical thinking through coding practice and application exercises
3) COMMUNICATIONS SKILLS: This course will help students improve their oral and written communication skills through:
   a. Participation in online discussions
   b. Cooperative attitude with other students and instructor
   c. Ability to communicate via D2L through email, discussion groups, and classroom materials

4) HUMAN DIVERSITY: This course will help students recognize, understand, and appreciate human diversity through:
   a. Understanding the need to communicate with a diverse population
   b. Gaining a self-awareness regarding the feelings toward people regardless of culture, values, or socioeconomic status

TOPICS TO BE COVERED: Study, Analyze and Apply Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS) Level II codes, guidelines and regulations and will include relationship to diagnostic codes.

COURSE LEARNING OUTCOMES (GENERAL):

1) Apply CPT/HCPCS codes according to current guidelines (I.A.1)
2) Apply CPT/HCPCS groupings (I.A.2)
3) Evaluate the accuracy of CPT/HCPCS coding. (I.A.3)
4) Evaluate the accuracy of CPT/HCPCS groupings. (I.A.4)
5) 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. (I.B.1)
6) Verify the documentation in the health record is timely, complete, and accurate. (I.B.2)
7) Utilize software in the completion of HIM processes (III.A.1)
8) Apply policies and procedures for the use of data required in healthcare reimbursement (IV.A.1)
9) Evaluate the revenue cycle management processes (IV.A.2)
10) Analyze current regulations and established guidelines in clinical classification system (V.B.1)

STUDENT LEARNING OUTCOMES (SPECIFIC):

1) Understanding and application of CPT/HCPCS codes and guidelines.
2) Apply analytic skills in combination with a practical knowledge of CPT/HCPCS coding.
3) Apply knowledge of medical terminology, anatomy and physiology, pathophysiology, pharmacology, and medical-surgical techniques.

LEARNING/TEACHING TECHNIQUES used in the course are:
X Collaborative Learning       X Problem Solving
☐ Student Presentations       ☐ Interactive Lectures
ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:

- X Reading
- X Tests
- Yes Individual Projects
- Yes Oral Presentations
- Yes Textbook Problems
- X Group Problems
- No Other (describe below)

Veteran Services: Minnesota West is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently. Active duty and reserve/guard military members should advise their instructor of all regularly scheduled military appointments and duties that conflict with scheduled course requirements. Instructors will make every effort to work with the student to identify adjusted timelines. If you are a veteran, please contact the Minnesota West Veterans Service Office.

The information in this course outline is subject to revision

To receive reasonable accommodations for a documented disability, please contact the campus Student Services Advisor or campus Disability Coordinator as arrangements must be made in advance. In addition, students are encouraged to notify their instructor.

This document is available in alternative formats to individuals with disabilities by contacting the Student Services Advisor or by calling 800-658-2330 or via your preferred Telecommunications Relay Service.

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