



**COWLEY COLLEGE
& Area Vocational Technical School**

COURSE PROCEDURE FOR

**Current Procedural Terminology (CPT) Coding
ALH5240 3 Credit Hours**

Student Level:

This course is open to students on the college level in freshman or sophomore level.

Catalog Description:

ALH5240 - Current Procedural Terminology (CPT) Coding (3 hrs)

This course is designed to present basic CPT and HCPCS coding and prepare the student for the second part of this two part course. The student will develop competencies in the basic elements of medical coding using the CPT and HCPCS manuals. Various body systems will be reviewed so that students will better understand how the coding is derived. This is the introductory course in medical coding and is intended for those entering the medical profession, whether it be as a front office employee with day to day involvement in the coding aspect, or clinical personnel who will be integral in the coding aspect as the provider or assisting the provider.

Prerequisites:

ALH1655 Medical Terminology, ALH5230 Pharmacology, ALH5235 Allied Healthcare Provider Anatomy and Physiology and ALH5236 Pathophysiology

Corequisite:

ALH5242 International Classification of Disease (ICD)

Controlling Purpose and Learner Outcomes:

This class will focus on the Current Procedural Terminology (CPT) manual, understanding how the manual is organized, and the various sections that describe the medical, surgical and diagnostic services. This section will also describe and explain Health Care Procedural Coding System (HCPCS) codes and the various subgroups within that designation.

Units Outcomes and Clock Hours of Instruction for Core Curriculum:

The following outline defines the minimum core content not including the final examination period. Instructors may add other material as time allows.

Evaluation Key:

- A = All major and minor goals have been achieved and the achievement level is considerably above the minimum required for doing more advanced work in the same field.
- B = All major goals have been achieved, but the student has failed to achieve some of the less important goals. However, the student has progressed to the point where the goals of work at the next level can be easily achieved.

- C = All major goals have been achieved, but many of the minor goals have not been achieved. In this grade range, the minimum level of proficiency represents a person who has achieved the major goals to the minimum amount of preparation necessary for taking more advanced work in the same field, but without any major handicap of inadequacy in his background.
- D = A few of the major goals have been achieved, but the student's achievement is so limited that he is not well prepared to work at a more advanced level in the same field.
- F = Failing, will be computed in GPA and hours attempted.
- N = No instruction or training in this area.

UNIT 1 – KBOR ALIGNED COMPETENCIES

Outcomes: The student will demonstrate an understanding of CPT coding.

A	B	C	D	F	N	SPECIFIC COMPETENCIES
						Explain the use of the CPT manual.
						Explain the use of the HCPCS Manual.
						Apply CPT symbols and section guidelines.
						Assign Body and Ancillary Systems Coding.
						Assign evaluation and management codes.
						Explain global procedures and bundled coding.
						Assign CPT/HCPCS modifiers
						Assign HCPCS codes.
						Identify current issues regarding medical coding rules and regulations.
						Link CPT code to the appropriate ICD diagnosis code.

UNIT 2 – Chapters 1-13

Outcomes: The student will demonstrate an understanding of the elements of medical coding utilizing the CPT and HCPCS Manuals, demonstrate a functional use of CPT coding, and an understanding and functional use of the HCPCS terminology.

A	B	C	D	F	N	SPECIFIC COMPETENCIES
						Explain the use of the CPT and HCPCS Manuals.
						Apply knowledge of CPT symbols and section guidelines.
						Apply knowledge of Body Systems Coding and Ancillary System Coding
						Apply knowledge of global procedures, "starred" procedures, and "bundled" codes, E/M codes, and CPT modifiers.
						Apply knowledge of HCPCS codes.

						Know how and where to look for specific codes in the CPT manual.
						Understand and apply coding conventions of the CPT manual.
						Be able to apply correct codes to the correct procedure.
						Understand general rules for CPT Coding.
						Understand coding guidelines as applied to the various body systems.
						Understand and apply CPT modifiers.
						Understand E & M Levels of service and coding.
						Demonstrate an understanding of the three levels of HCPCS.
						Understand and apply HCPCS codes to the appropriate procedures/supplies.
						Understand HCPCS Table of Drugs.
						Understand levels of HCPCS and why letters are reserved for local use.
						Understand temporary codes.
						Understand coding of immunizations.

Projects Required:

Case studies and worksheets from text and the Internet.

Textbook:

Contact Bookstore for current textbook.

Materials/Equipment Required:

None

Attendance Policy:

Students should adhere to the attendance policy outlined by the instructor in the course syllabus.

Grading Policy:

The grading policy will be outlined by the instructor in the course syllabus.

Maximum class size:

Based on classroom occupancy

Course Time Frame:

The U.S. Department of Education, Higher Learning Commission and the Kansas Board of Regents define credit hour and have specific regulations that the college must follow when developing, teaching and assessing the educational aspects of the college. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester hour of credit or an equivalent amount of work over a different amount of time. The number of semester hours of credit allowed for each distance education or blended hybrid courses shall be assigned by the college based on the amount of time needed to achieve the same course outcomes in a purely face-to-face format.

Refer to the following policies:

[402.00 Academic Code of Conduct](#)

[263.00 Student Appeal of Course Grades](#)

[403.00 Student Code of Conduct](#)

Disability Services Program:

Cowley College, in recognition of state and federal laws, will accommodate a student with a documented disability. If a student has a disability which may impact work in this class and which requires accommodations, contact the Disability Services Coordinator.