# Washtenaw Community College Comprehensive Report

## HIT 215 Introductory Procedural Coding
## Effective Term: Fall 2014

### Course Cover
**Division:** Business and Computer Technologies
**Department:** Business Office Systems
**Discipline:** Health Information Technology
**Course Number:** 215
**Org Number:** 13310
**Full Course Title:** Introductory Procedural Coding
**Transcript Title:** Intro Procedural Coding
**Is Consultation with other department(s) required:** No
**Publish in the Following:** College Catalog , Time Schedule , Web Page
**Reason for Submission:** Course Change
**Change Information:**
   Consultation with all departments affected by this course is required.
   Pre-requisite, co-requisite, or enrollment restrictions
**Rationale:** Change prereqs
**Proposed Start Semester:** Winter 2014
**Course Description:** This course is one of a series of four medical coding courses. In this course, students will be introduced to the principles and application of procedure coding systems such as ICD-9-CM Volume III and ICD-10-PCS, CPT 4 and HCPCS. Students will also learn about procedural groupings such as APC, and RUGs.

### Course Credit Hours
**Variable hours:** No
**Credits:** 3
**Lecture Hours: Instructor:** 45 **Student:** 45
**Lab: Instructor:** 0 **Student:** 0
**Clinical: Instructor:** 0 **Student:** 0

**Total Contact Hours: Instructor:** 45 **Student:** 45
**Repeatable for Credit:** NO
**Grading Methods:** Letter Grades
Audit
**Are lectures, labs, or clinicals offered as separate sections?:** NO (same sections)

### College-Level Reading and Writing
College-level Reading & Writing

### College-Level Math
### Requisites
**Prerequisite**
BIO 109 minimum grade "C"
or
**Prerequisite**
BIO 111 minimum grade "C"
and
**Prerequisite**
BOS 223 minimum grade "C"

and
**Prerequisite**
BOS 224 minimum grade "C"; may enroll concurrently
and
**Prerequisite**
HIT 101 minimum grade "C"
or
**Prerequisite**
HSC 124 minimum grade "C"
**Corequisite**
HIT 205


## General Education
## Request Course Transfer
**Proposed For:**


## Student Learning Outcomes

1. Perform basic hands-on encoding of procedures from narratives and other sources of information about patient care and treatment.
   **Assessment 1**
       **Assessment Tool:** Written exam
       **Assessment Date:** Winter 2017
       **Assessment Cycle:** Every Three Years
       **Course section(s)/other population:** All sections
       **Number students to be assessed:** All students
       **How the assessment will be scored:** Answer Key/Checklist
       **Standard of success to be used for this assessment:** 75% of students will score 75% or higher on exam.
       **Who will score and analyze the data:** Departmental Faculty
   **Assessment 2**
       **Assessment Tool:** Practical exam
       **Assessment Date:** Winter 2017
       **Assessment Cycle:** Every Three Years
       **Course section(s)/other population:** All sections
       **Number students to be assessed:** All students
       **How the assessment will be scored:** Answer Key/Checklist
       **Standard of success to be used for this assessment:** 75% of students will score 75% or higher on exam.
       **Who will score and analyze the data:** Departmental Faculty

2. Demonstrate principles of, distinguish, and accurately apply ICD-9-CM Volume III and ICD-10-PCS, CPT-4, and HCPCS procedure coding systems.
   **Assessment 1**
       **Assessment Tool:** Written exam
       **Assessment Date:** Winter 2017
       **Assessment Cycle:** Every Three Years
       **Course section(s)/other population:** All sections
       **Number students to be assessed:** All students
       **How the assessment will be scored:** Answer Key/Checklist
       **Standard of success to be used for this assessment:** 75% of students will score 75% or higher on exam.
       **Who will score and analyze the data:** Departmental Faculty
   **Assessment 2**
       **Assessment Tool:** Practical exam
       **Assessment Date:** Winter 2017

**Assessment Cycle:** Every Three Years
**Course section(s)/other population:** All sections
**Number students to be assessed:** All students
**How the assessment will be scored:** Answer Key/Checklist
**Standard of success to be used for this assessment:** 75% of students will score 75% or higher on exam.
**Who will score and analyze the data:** Departmental Faculty

3. Use official coding guidelines and reporting requirements for code assignment.
   **Assessment 1**
   **Assessment Tool:** Written exam
   **Assessment Date:** Winter 2017
   **Assessment Cycle:** Every Three Years
   **Course section(s)/other population:** All sections
   **Number students to be assessed:** All students
   **How the assessment will be scored:** Answer Key/Checklist
   **Standard of success to be used for this assessment:** 75% of students will score 75% or higher on exam.
   **Who will score and analyze the data:** Departmental Faculty
   **Assessment 2**
   **Assessment Tool:** Practical exam
   **Assessment Date:** Winter 2017
   **Assessment Cycle:** Every Three Years
   **Course section(s)/other population:** All sections
   **Number students to be assessed:** All students
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## Course Objectives

1. Practice standards of ethical procedural coding.
   **Matched Outcomes**
2. Identify the importance of documentation on code assignment and the subsequent reimbursement impact.
   **Matched Outcomes**
3. Interpret procedural coding guidelines for accurate code assignment.
   **Matched Outcomes**
4. Demonstrate knowledge of anatomy, disease, and medical terminology to interpret clinical documentation.
   **Matched Outcomes**
5. Recognize and apply procedural groupings such as APC, RUGs, and DRGs.
   **Matched Outcomes**
6. Assign appropriate modifiers to procedures to receive the appropriate maximum reimbursement.
   **Matched Outcomes**
7. Utilize CPT-4 and HCPCS coding manuals to accurately assign procedure codes.
   **Matched Outcomes**
8. Describe the major sections and symbols of the CPT-4 manual.
   **Matched Outcomes**
9. Assign complex codes from the Evaluation and Management, Anesthesia, Surgery, Radiology, Pathology and Laboratory, and Medicine Sections of the CPT-4.
   **Matched Outcomes**
10. Distinguish between CPT, national, and local codes.
    **Matched Outcomes**
11. Assign proper HCPCS codes and explain in which settings to use HCPCS codes.
    **Matched Outcomes**
12. Explain bundling and unbundling codes.

**Matched Outcomes**

13. Define the coders role in coding compliance.
    **Matched Outcomes**


## New Resources for Course
## Course Textbooks/Resources

    Textbooks
    Manuals
    Periodicals
    Software

## Equipment/Facilities

| Reviewer | Action | Date |
|---|---|---|
| **Faculty Preparer:** | | |
| *Joyce Jenkins* | *Faculty Preparer* | *Nov 18, 2013* |
| **Department Chair/Area Director:** | | |
| *Joyce Jenkins* | *Recommend Approval* | *Jan 06, 2014* |
| **Dean:** | | |
| *Default Washtenaw* | *Default* | *Feb 19, 2014* |
| **Vice President for Instruction:** | | |
| *Bill Abernethy* | *Approve* | *Mar 27, 2014* |