

Common Course Outline

HIIT 202

CPT Medical Coding

3 Credits

The Community College of Baltimore County

Description

HIIT 202 – 3 credits – CPT Medical Coding teaches students how to code medical records using the CPT-4 procedural classification system. Students learn CPT-4 guidelines for evaluation and maintenance, radiology, pathology and laboratory, anesthesia, medicine, and surgical coding based on body systems. Students code a variety of sample medical records, including records from ambulatory surgery, emergency departments, clinic, and physicians' office settings. 3 credits; 3 lecture hours, 1 lab hour per week. *Prerequisites: HIIT 101 and HIIT 110; Corequisite: BIOL 109*

Overall Course Objectives

Upon successful completion of this course, students will be able to:

1. explain and apply official CPT-4 coding guidelines to code selection and usage;
2. utilize correct terminology;
3. defend the logic of choosing a code;
4. identify the basic parts of an outpatient medical record;
5. differentiate between various types of medical records and the coding guidelines that apply to each;
6. recognize the difference between frequently used medical insurance forms;
7. analyze and code medical records using the CPT-4 procedural coding system and HCPCS Level II;
8. identify discrepancies between coded data and supporting documentation;
9. organize medical record for coding;
10. explain the proper procedures for making corrections to the coding of a medical record;
11. describe regulations, guidelines, and procedures for medical record retention;
12. recognize the appropriate coding methodology for physicians' offices, emergency departments, acute care hospitals, ambulatory clinics, and other health care settings;
13. explain the legal and ethical issues of privacy and security of medical information;
14. utilize coding resources, including websites, publications, and organizations;
15. demonstrate ability to accurately code complex medical procedures using CPT-4;
16. utilize computerized Encoder program and compliance software; and
17. audit medical records coded by others.

Major Topics

- I. CPT-4 advanced coding guidelines for surgical, grouped by body system
- II. CPT-4 advanced coding guidelines for radiology, pathology and laboratory, anesthesia, and medicine
- III. HCPCS Level II Codes
- IV. Data differentiation in the medical record
- V. Legal, privacy, security, and ethical issues related to coding medical records
- VI. Federal and state regulations and coding compliance
- VII. HIPAA compliance
- VIII. Electronic coding and auditing of medical records using encoder and other HIM software programs

Course Requirements

Grading: Grading procedures will be determined by the individual faculty member but will include the following:

1. At least five quizzes
2. Coding portfolio
3. Group discussions
4. Written research paper, minimum 500 words
5. Annotated website portfolio
6. Final medical record auditing project with oral presentation