



General Course Information	
<b>1a. Course Dept.:</b>	OT
<b>1b. Course Number:</b>	66
<b>2. Course Title:</b>	CPT-IV Coding
<b>3. Units:</b>	3
<b>4. This Course is:</b>	Assoc Degree Applic. - Transfer to CSU/Private

Course Format and Duration	
<b>5a. Course Length:</b>	Full-semester
<b>5b. Weekly Hours:</b>	3 Lecture + 0 Activities + 0 Lab + 0 By Arrangement = Total Weekly Hours:3

Method of Instruction	
<b>6. Instructional methods used to present course content.</b>	
Lecture/Discussion	
Online	
Demonstration/Practical Applications	

Course Preparation	
<b>7a. Corequisite(s):</b>	None
<b>7b. Prerequisite(s):</b>	Nursing 111 and OT 101
<b>7c. Course Advisory:</b>	SCC minimum English and Math Standards
<b>8. Repeatability:</b>	Not Repeatable
<b>Additional Repeatability Info:</b>	None

**CATALOG DESCRIPTION AND OTHER CATALOG INFORMATION****9a. Catalog Description:**

Course that covers the principles and mechanics of coding professional services rendered using the CURRENT PROCEDURAL TERMINOLOGY (CPT-IV) coding system and its relationship to the Health Care Financing Administration Common Procedure (HCPCS) Coding System.

**9b. Other Catalog information:**

None

**10. Student Performance Objectives:**

As a result of successful completion of this course, a student will be able to:

1. Analyze clinical descriptions to determine key word or terms to identify and select appropriate code.
2. Apply coding conventions and guidelines as they pertain to AMA guidelines for coding application.
3. Describe the structure of the CPT-IV coding classification.
4. Describe the structure of the HCPCS.
5. Describe the effect of CPT-IV/HCPCS on the hospital's billing process.
6. Identify the major sections in the CPT-IV coding book.
7. Describe the special conventions used in CPT-IV.
8. Identify the modifiers used in CPT-IV.
9. Code ambulatory surgery procedures using CPT-IV.
10. Code emergency department procedures utilizing CPT-IV.
11. Code laboratory tests and blood transfusion procedures utilizing CPT-IV codes.
12. Code radiological procedures using CPT-IV.
13. Code medical procedures using CPT-IV.
14. Discuss the relationship between the medical record department and the billing process.
15. Identify the control edits used by the Health Care Financing Administration.
16. State the name of the group/individual that interfaces with the Hospital in the Medicare billing process.

**11. Methods of Evaluating Student Achievement:**

1. In class: Essay, short answer, multiple choice, matching and true/false
2. Homework assignments: Coding exercises

Critical thinking will be demonstrated by:

Completion of homework and expand competencies. Students are expected to utilize critical thinking in reading medical records, interpreting laboratory and x-ray data and translating this information into current CPT codes.

**12. Student Assignments (Homework):****a. Required Reading Assignments:**

CPT-IV HCPCS Basic Coding Manual--20-30 pages per week

**b. Required Writing Assignments:**

Completion of coding exercises in textbook and assignments with coding problems.

**c. Other** (Terms projects, research papers, portfolios, etc.)

Practical applications for coding exercises

**13. Course Content Outline:**

The content of this course requires students to analyze, evaluate, recognize concepts, criticize and apply correct codes to medical documents. Areas covered include but are not limited to:

## I. Introduction to CPT-IV

A. Historical development of CPT-IV and HCPCS

B. Use and impact of CPT-IV and HCPCS

## II. HCPCS and CPT-IV Coding

A. What is HCPCS?

B. National and regional structure

C. Role of CPT-IV in HCPCS

D. Billing issues

## III. Instructions for Using CPT-IV

A. Format of the terminology

B. Guidelines

C. Index

D. Modifiers

E. Unlisted procedure or service

F. Code changes

G. Short procedures tape revision

H. Alphabetical index

I. Tabular Index

## IV. Evaluation and Management (E/M) Services Guidelines

A. Classification

B. Definitions

C. Levels of Service

D. Office and other outpatient services

E. Consultations

F. Critical care

G. Nursing care

H. Home services

I. Prolonged services

## V. Anesthesia Procedures

## VI. Surgery

A. Guidelines

B. Modifiers

## VII. Radiology, Nuclear Medicine and Diagnostic Ultrasound

## VIII. Pathology and Laboratory

- IX. Appendices
  - A. Modifiers
  - B. Deletions, Additions, Revisions
  - C. Short Procedure Tape
  
- X. Applications to the Billing Process
  - A. Use of medical record
  - B. HCFA code edits
  - C. Using bulletins

**14a. All textbooks, resources and other materials used in this course are:**

College level

**14b. EXAMPLE texts, reading and resources:**

Gail I. Smith. *CPT-IV HCPCS Basic Coding Manual*.  
AHIMA, 2004

**General Education/Transfer Information**

**IGETC:**

**CSU:**

**SCC GE:**