EDISON STATE COLLEGE
Division of Health Professions

COMMON COURSE SYLLABUS

PROFESSOR: **OFFICE LOCATION:**

E-MAIL: **PHONE NUMBER:**

OFFICE HOURS: MONDAYS   **SEMESTER:**
                TUESDAYS
                WEDNESDAYS
                THURSDAYS
                FRIDAYS

I.   **HIM2253 – Basic CPT-4 Coding – AS - 3 Credits**
THIS COURSE PROVIDES A FOUNDATION ON THE PRINCIPLES OF USING CPT-4 CODING CONVENTIONS, RULES, METHODOLOGY AND SEQUENCING, DOCUMENTATION REQUIREMENTS, CODING RESOURCES AND ETHICS.

II.   **PREREQUISITES FOR THE COURSE:**
HSC1531 – Medical Terminology
BSC1084C – Anatomy and Physiology

CO-REQUISITES: None

III.   **GENERAL COURSE INFORMATION:** Topic Outline

- Unit I: Format and Conventions and Current Coding Practices for CPT-4
- Unit II: Application of Coding Guidelines
    - Evaluation and Management
    - Anesthesia and Surgery
    - Radiology
    - Pathology and Laboratory
    - Medicine

IV.   **LEARNING OUTCOMES AND ASSESSMENT:**

GENERAL EDUCATION COMPETENCIES:
General education courses must meet at least four out of the five following outcomes. All other courses will meet one or more of these outcomes.

Communication (COM): To communicate effectively using standard English (written or oral).

Critical Thinking (CT): To demonstrate skills necessary for analysis, synthesis, and evaluation.

Technology/Information Management (TIM): To demonstrate the skills and use the technology necessary to collect, verify, document, and organize information from a variety of sources.

Global Socio-cultural Responsibility (GSR): To identify, describe, and apply responsibilities, core civic beliefs, and values present in a diverse society.

Scientific and Quantitative Reasoning (QR): To identify and apply mathematical and scientific principles and methods.

ADDITIONAL COURSE COMPETENCIES:
At the conclusion of this course, students will be able to demonstrate the following additional competencies:

LEARNING OUTCOMES	ASSESSMENTS	GENERAL EDUCATION COMPETENCY
1. Explain the format and organization of CPT-4	Student will be assessed with graded practice exercises, chapter quiz.	CT
2. Utilize the index and tabular content of CPT-4	Student will be assessed with multiple assignments and quizzes.	CT, TIM
3. Identify procedure code formats.	Student will be assessed with chapter exercises and quiz.	CT
4. Integrate coding guidelines to assign procedure codes.	Student will be assessed by chapter exercises, case studies and quizzes.	CT,TIM, COM
5. Demonstrate proficiency in encoder software application.	Student will be assessed by encoder software applied to chapter exercises.	CT, TIM

V.   DISTRICT-WIDE POLICIES

PROGRAMS FOR STUDENTS WITH DISABILITIES
Edison State College, in accordance with the Americans with Disabilities Act and the college's guiding principles, offers students with documented disabilities programs to equalize access to the educational process. Students needing to request an accommodation in this class due to a disability, or who suspect that their academic performance is affected by a disability should contact the Office of Adaptive Services at the nearest campus.

Lee Campus	Taeni Hall S-116A	(239) 489-9427
Charlotte Campus	Student Services SS-101	(941) 637-5626
Collier Campus	Admin. Bldg. A-116	(239) 732-3918
Hendry/Glades Ctr.	LaBelle H.S.	(863) 674-0408

VI.   **REQUIREMENTS FOR THE STUDENTS:**

VII.   **ATTENDANCE POLICY:**

VIII.   **GRADING POLICY:**

IX.   **REQUIRED COURSE MATERIALS:**

X.   **RESERVED MATERIALS FOR THE COURSE:**

XI.   **CLAST COMPETENCIES INVOLVED IN THIS COURSE.**

XII.   **CLASS SCHEDULE:**

XIII.   **OTHER INFORMATION OR CLASS PROCEDURES OR POLICIES:**