



HITP 170 Basic Prin of CPT-4 & HCPCS section name section credit hours
Credits
Syllabus

Course Information

Meeting times and location: section meeting_times section location

Catalog description: This course introduces students to CPT-4 and HCPCS coding classification systems and provides a basic understanding of CPT-4 and HCPCS principles and conventions. Students will assign procedure codes in accordance with official coding guidelines for health care organizations.

Prerequisites: course prereqs

Terms offered: Fall and Spring

Section-specific Course Description:

Course Level Objectives

Upon successful completion of the course, students will be able to: (numerical references are to the 2018 Health Information Management Associate Degree Curriculum Competencies)

1. Identify the use of classification systems, clinical vocabularies, and nomenclatures. (I.5.)
2. Demonstrate knowledge of the format and conventions of Current Procedural Terminology (CPT). (IV.1.)
3. Apply Current Procedural Terminology (CPT) codes according to current guidelines. (IV.1.)
4. Demonstrate the proper use of Current Procedural Terminology (CPT) modifiers. (IV.1.)

5. Apply Healthcare Common Procedure Coding System (HCPCS) codes according to current regulations. (IV.1.)

Prerequisites - Acceptance to the HIT Program, HIT Faculty Approval

Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

Technical Support

Technical support is available through the San Juan College Help Desk 24/7/365. The help desk can be reached at 505-566-3266 or by creating a ticket at [San Juan College Help Desk](#).

For tickets and password reset: [San Juan College Help Desk](#)

For Canvas support information: [Canvas Support](#)

Accessibility/Privacy Policies for all Technology Tools Used

[Accessibility/Privacy Policies for all Technology Tools Used](#)

Course Requirements

Students will do the following activities:

1. Read all information in this Course Guide and in the Getting Started and Course Guide modules in CANVAS.
2. Read the chapters in the book before attempting the online portion of the course; complete the exercises within the textbook.
3. Participate in the required Discussion Assignments. You are required to reply to at least two other students to help them come up with solutions for the problems they share. Please review the Discussion Rubric attached to the assignment for posting guidelines.
4. DO NOT ALLOW YOURSELF TO FALL BEHIND. There is a lot of material to learn and it is extremely difficult to get caught up if you don't follow the timeline. Please be

aware that you will need to complete several chapters every week. This is necessary in order to get through all the material this semester.

Complete a proctored Final Exam utilizing Smarter Proctoring to schedule your exam Virtually. The final exam will be available from Dec 8 through Dec 14 and will cover content from chapters 1-19. Arrangements to take the Final Exam must be made by Oct 21. Please DO NOT wait until the deadline to make your arrangements to complete the proctored exams. Proctored Final exams must be completed by their assigned due dates. No exceptions will be allowed.

- Proctored Final There is one proctored exam for this course - the Final Exam. SJC uses Smarter Proctoring to facilitate the scheduling of proctored exams. You will see a link to Smarter Proctoring in your course in Canvas.

There is one option you may choose from when completing your proctored final exam

1. Virtual Proctoring Service

- To use a virtual proctor, you must have a reliable internet connection and a computer with a webcam that can receive and send visual and audio. Using the virtual proctor, you access the exam through Canvas and will be connected with a live proctor who will enter the password for you. The proctor will be “watching” you as you take your exam.

A few things to keep in mind if you use a virtual proctor:

- All students must run a system check on their computers PRIOR to their scheduled exam time to ensure everything is in working order BEFORE taking the exam virtually.
- All students must present photo identification in order to take the exam. You will need one form of ID. Examples include government issued identification cards, driver’s license or a passport. We have had issues in the past with dual-credit students who do not have an ID. A school ID with your picture on it will be accepted. If you currently do not have a picture ID, please obtain one before you try to schedule your final exam.
 - Students are responsible for paying any fees associated with completing any proctored exam.
- It is the student’s responsibility to arrange a suitable location in which to take the exam. Public libraries are usually not acceptable as you need to be in a room by yourself. If you are taking the exam at home, make sure you can be in a room by yourself with no interruptions during the exam.

COVID Safe Practices for Being on Campus

Masks / cloth face coverings must be worn while on campus in accordance with the New Mexico public health order. If you feel that you cannot wear a mask due to health complications, please contact Disabilities Services:

disabilityservices@sanjuancollege.edu or call (505) 566-3271. Hand sanitizer stations are at all building entrances, please “wash in, wash out”--clean your hands when you enter and before you leave. Classrooms and labs have been arranged to allow for social distancing; please respect your classmates and instructors by staying 6 feet away from everyone. You will be expected to disinfect your table or area prior to class and after class, cleaning products will be provided for this purpose. Check with your instructor for specific policies for their course. Please do not congregate in hallways or common areas, instead utilize our beautiful outside spaces and weather to visit with your friends and colleagues from a safe distance.

If you have been in contact with anyone who has tested positive for COVID-19, has symptoms, or is waiting on test results, contact your instructor and DO NOT come to class. If you have tested positive, have symptoms or are waiting on test results, contact your instructor and DO NOT come to class. Your health care provider or the assigned contact tracer will let you know when it is safe for you to be around others.

Student Support

Student Services and Support

The Student Support webpage provides information on counseling, tutoring, technical support, and many other support services available to San Juan College students.

[Student Support](#)

Academic Support

Academic Support webpage provides information on academic advising, the library, Testing Center, and the honors program.

[Academic Support](#)

Participation and Attendance Policy

You should get in the habit of logging into your online class as much as possible to complete various activities and to check for announcements and mail messages from

your instructor. You are responsible for any new information posted to the class. Regular attendance in the online classroom is very important and is expected.

Students are expected to complete all Chapter Material, Quizzes, and Exams on a weekly basis. Students must reach out in advance for approval of any late work. However, late submissions are not permitted and will receive an automatic daily point deduction for each day the work is submitted past due.

Canvas Participation and Expectations

You are expected to log in to CANVAS and submit coursework at a minimum of four or more times a week. You are expected to submit chapter quizzes, exams, and MindTap Learning Lab Assignments utilizing CANVAS and MindTap. This course requires more time to ensure that you are appropriately learning the material being taught within each chapter. You are expected to reach out to your instructor and ask questions if you do not understand a concept that is being reviewed within the course.

Module Contents

CANVAS contains a module for each chapter in the textbook. We recommend that you go through each module by starting at the top and working your way down. Recommended resources will be listed first, followed by the required assignments that must be completed for a grade. While it may seem like there is a lot of content, you are NOT required to complete everything. We have supplied resources that we feel will be helpful to you, but everyone learns differently. We want you to find the resources that help YOU learn, and spend your time utilizing what works for you.

Instructor Response Time

Response time for messages in Canvas or by email is typically 24 hours excluding weekends, holidays, or scheduled time out of the office. The instructor will send out a notification if they will be out on scheduled time off. If circumstances prohibit this timeframe from being adhered to, students will be notified. Grading for assignments is completed the week after the submission deadline and require extensive manual grading due to the content and material provided within the exams. If the grades aren't automatically reflected in Canvas, are typically entered the grade book within a week after the assignment is due. However, if anything prohibits the grades from being entered or updated (i.e. being out of town for a conference) students will be receive a notification.

Please note that only the MindTap assignments that are reflected within the Modules page in Canvas marked as graded assignments will be graded by the Professor. Homework MindTap assignments are designed to provide students with immediate feedback but any assignments requiring manual grading (short answer) will not be manually graded in the Cengage MindTap gradebook.

Course Time Commitment

Students are expected to spend approximately 9-12 hours per week for a 3-credit online course. This can include spending time in Canvas completing assignments, reading material outside of the online classroom, and participating in various other activities which support success in the course.

Grading

Final grades are calculated based on the following...

To determine final grades for this course, students will submit the required assignments in CANVAS. No email submissions are accepted. Below is a summary of all graded work and how it contributes to the final grade. Letter grades are awarded by reviewing the final overall percent grade:

A = 92 % or higher B = 84-91

C = 76-83

D = 68-75

F = 67 or below.

Category	Total Points
Weekly Exam	1047
Assignments	865
Discussions	50
Proctored Final Exam	79

Key Dates to Remember

[Full Academic Calendar](#)

Course Schedule

Course Schedule

Week/Dates	Due Date	Topic	Textbook Readings	Assignments
Week 1	01/24	Introduction to CPT Modifiers	Chapter 1 Chapter 2	Chapter 1 MindTap assignment Chapter 1 Exam Chapter 2 MindTap assignment Chapter 2 Exam
Week 2	01/31	Evaluation and Management	Chapter 3	Chapter 3 Discussion Chapter 3 MindTap assignment Chapter 3 Exam
Week 3	02/07	Anesthesia	Chapter 4	Chapter 4 MindTap assignment Chapter 4 Exam
Week 4	02/14	Surgery and the Integumentary System	Chapter 5	Chapter 5 MindTap assignment Chapter 5 Exam
Week 5	02/28	Musculoskeletal System	Chapter 6	Chapter 6 Discussion Chapter 6 MindTap assignment

				Chapter 6 Exam
Week 6	03/07	Respiratory System Cardiovascular System	Chapter 7 Chapter 8	Chapter 7 MindTap assignment Chapter 7 Exam Chapter 8 MindTap assignment Chapter 8 Exam SIGN UP FOR PROCTORED FINAL EXAM!
Week 7	03/14	Hemic and Lymphatic Systems	Chapter 9	Chapter 9 MindTap assignment Chapter 9 Exam
Week 8	03/28	Mediastinum and Diaphragm Digestive System	Chapter 10 Chapter 11	Chapter 10 MindTap assignment Chapter 10 Exam Chapter 11 Discussion Chapter 11 MindTap assignment Chapter 11 Exam
Week 9	03/28	Urinary System	Chapter 12	Chapter 12 MindTap

				assignment Chapter 12 Exam
Week 10	03/28	Male Genital System	Chapter 13	Chapter 13 MindTap assignment Chapter 13 Exam
Week 11	04/04	Female Genital System Maternity Care and Delivery	Chapter 14 Chapter 15	Chapter 14 MindTap assignment Chapter 14 Exam Chapter 15 Discussion Chapter 15 MindTap assignment Chapter 15 Exam
Week 12	04/11	Endocrine System Nervous System	Chapter 16 Chapter 17	Chapter 16 MindTap assignment Chapter 16 Exam Chapter 17 MindTap assignment Chapter 17 Exam
Week 13	04/18	Eye and Ocular Adnexa	Chapter 18	Chapter 18 MindTap

		Auditory System and Operating Microscope	Chapter 19	assignment Chapter 18 Exam Chapter 19 MindTap assignment Chapter 19 Exam
Week 14	04/25	Radiology Pathology and Laboratory Medicine HCPCS Codes	Chapter 20 Chapter 21 Chapter 22 Chapter 23	Chapter 20 MindTap assignment Chapter 20 Exam Chapter 21 Discussion Chapter 21 MindTap assignment Chapter 21 Exam Chapter 22 MindTap assignment Chapter 22 Exam Chapter 23 MindTap assignment Chapter 23 Exam
Final Exam	All Final Exams must be scheduled Virtually with Smarter Proctoring	Review and Final Exam	None	Final Exam

DUE: 5/3- 5/9/21				
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College Policies

The following information also applies to your work in this class. If you have special needs for campus emergency situations, please inform me immediately.

1. **Academic Accommodations - American with Disabilities Act (ADA)**

If you believe you need academic accommodations due to physical or learning disabilities, you are encouraged to inform them as soon as possible. The coordinator can work with you in verifying your disabilities and developing accommodation strategies. Please go to [Disability Services Office](#), click the button for "Request for Services" and complete all the steps.

You can also contact the college's disability coordinator in the Advising/Counseling Center at 566-3271 or disabilityservices@sanjuancollege.edu. More information is available on the website listed above.

2. **The Family Educational Rights and Privacy Act (FERPA)**

Your personal information and grade are confidential. Aside from routine reporting to the college required for this course, I will not share such information with anyone unless I have your permission.

3. **Academic Honesty Rules**

San Juan College expects all students to adhere to the [Academic Honesty Rules](#) as posted online. These are the official guidelines for all classes at San Juan College (July 2006).

4. **Student Conduct Statement**

College is preparation for professional opportunities, and professional conduct is expected in courses, including online classes, as well as any written communications, and interactions with members of the college community. As part of our learning community, students are expected to interact and communicate in a mature, respectful, thoughtful, and supportive manner. Students who demonstrate disrespectful, hostile, belittling, bullying or other disruptive behavior will be subject to potential consequences and possible dismissal from the college. The college will take appropriate action when students demonstrate threatening behavior (to others or self). Students should refer to the Code of Conduct in the Student Handbook for additional information.

5. **Student Safety**

Keeping students safe is a priority, and part of that is ensuring that we have the ability to communicate emergency messages – whether for school closures due to weather or for more or urgent situations. Rave is San Juan College’s emergency messaging system. Through your SJC student email, you will automatically receive email messages, however, it is also vital that you receive text messages. In order to receive the messages, you must register in a simple process with [Rave](#). When registering, please make sure that your mobile status is “confirmed.”

The Department of Public Safety is available 24 hours per day. In an emergency, they can be accessed by calling 215-3091 or 566-3333.

In the event of an emergency, a Rave message will be sent, and depending on the situation, you will be instructed to do one of the following:

- Evacuate the building
- Shelter in place (Campus doors are locked, and operations continue as normal. During this situation, no one other than law enforcement is allowed in or out of the campus.)
- Lockdown (Campus doors are locked. All operations cease, and you should take cover in your immediate area. No one other than law enforcement is allowed in or out of the campus.)

6. Non-Discrimination, Sexual Harassment, and Retaliation.

San Juan College does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, genetic, veteran’s status, or on the basis of any other category protected under federal, state and local laws. If you have experienced sexual harassment, sexual assault, or any other form of protected class discrimination, we encourage you to make a report. If you report to a faculty member, she/he/they are obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator. These disclosures include but are not limited to reports of sexual assault, dating/domestic violence, and stalking. You may also make a confidential report to a SJC Counselor. Please refer to San Juan College’s [Title IX](#) site for further details.

San Juan College's Title IX Coordinator is Stacey Allen, Assistant Director of Human Resources/Equity, Diversity, and Inclusion Officer. The office is located at the Educational Services Center Building, 2nd Floor, Human Resources, Room 4243 at (505) 566-3515 or allens@sanjuancollege.edu.

7. Drop for Non-Attendance and/or Non-Participation

Class Attendance and Participation Expectation:

Face-to-Face -- Students are expected to attend and participate in class regularly.

Any student missing more than 10% of consecutive class time, (For example, in a regular 15-week class that meets twice a week, this equates to the student missing 3 consecutive classes) without consultation with the instructor may be considered as having abandoned the course.

On-line -- Students are expected to participate regularly and submit all course assignments, based on the course guide definition. A student who does not submit any assignments during a consecutive 10% of the course (1.5 weeks of a 15-week semester) without consulting the instructor, may be considered as having abandoned the course. Logging in does not meet the attendance standard.

Competency-Based Education Classes -- Students are expected to have regular and substantive interactions with their instructor and to actively work on course content. A student who has not submitted coursework, nor had substantive interactions with the instructor over a consecutive 10% of the term, without the instructor's prior approval, will be considered to have abandoned the competency progression. Last date of attendance will be recorded as the last date that coursework was submitted or that the student met with the instructor. For on-line learners, logging in does not meet the attendance standard.

8. Failure to Meet Class Participation Expectation:

Students who fail to meet participation expectations will have their last date of attendance recorded. This date will be used to recalculate any financial aid received/veteran's benefits received, and the student may be required to repay the institution/government. If the student does not drop the course, an 'X' grade will be recorded. An 'X' grade impacts the grade point average the same as an 'F'.

9. Grading Policies

Incomplete: Incomplete Grade Assignment ([Incomplete Grades Information](#))

The grade of I (Incomplete) is given for passing work that could not be completed during the semester because of circumstances beyond the student's control. Ordinarily, the assignment of an I is given by the course instructor at the time final grades are due

In no case is an I grade to be used to avoid assignment of D or F grades for marginal or failing work or to require a student to enroll in the class the next semester because work was not completed on time. Circumstances warranting the issuance of an I grade must be beyond the student's control and must be

documented on the appropriate form prior to approval.

I grades can be removed only during the subsequent 16 weeks from the end of term, or within the time limit set by the instructor. Removal of an I is accomplished by completing the work in a manner acceptable to the instructor. Re-enrollment in the course under the repeat option does not remove the prior grade of I. Students should not re-enroll for the course. An I not made up within 16 weeks or within the time limit set by the instructor will change to an F grade thereafter and cannot be changed by work completion.

10. **Grade Appeals**

The policy for grade appeals is in the Academic Catalog. ([Grade Appeal Policy](#))

Student Handbook

The Student Handbook provides information on Student support, student organizations, and San Juan College policies.

[Student Handbook](#)