

SAN JUAN COLLEGE

HITP 170 Basic Principles CPT-4 & HCPCS Coding Section Name Section Credit Hours Credits **Syllabus**

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

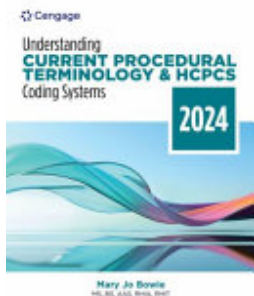
Required Texts and/or Materials

Understanding Current Procedural Terminology and HCPCS Coding Systems: 2024 Edition

9780357932452

Mary Jo Bowie

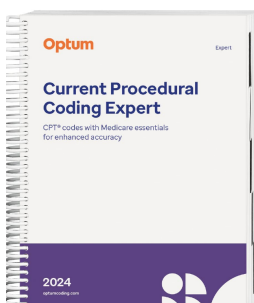
2024-01-08



Current Procedural Coding Expert 2024

9781622548651

2023-01-01



Cengage Unlimited, 1 Term 4 Months Printed Access Card

9780357700037

Cengage Learning

2018-03-08

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Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

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.
5. Complete the MindTap Exercises for homework practice.
6. All graded MindTap exercises, quizzes, and exams are shown on the Modules page in the course in Canvas.

Proctored Final Exams

Note: Proctored Exams cannot be completed on a tablet or phone. They must be completed on a laptop or desktop computer. No resources (notes, books, etc.) are allowed during exam.

There is **ONE** proctored exams for this course - the Final Exam. SJC uses SmarterProctoring to facilitate the scheduling of proctored exams. You will see a link to SmarterProctoring in your course in CANVAS.

There are three options you may choose from when deciding how your exam is proctored:

1. In person testing at the SJC Testing Center *This option is covered by the Online Course Fee. When scheduling, you should select "In-Person" then "San Juan College Testing Center".
2. Virtual Test Center (at home) with the SJC Testing Center proctors. (Note: a webcam is required)
*This option is covered by the Online Course Fee. When scheduling, you should select "San Juan College Virtual Test Center" then "Schedule a Hybrid Session".
3. Approved Testing Centers or Proctors - SmarterProctoring has a list of testing centers and individuals who are approved as proctors. Dual-credit students should check this list to see if any of their school officials are approved. *This option is covered by the Online Course Fee, except students will be responsible for any fees charged by testing centers outside of Farmington

A few things to keep in mind:

ALL students must schedule through SmarterProctoring to take their exams, whether using the SJC Testing Center, the Virtual Test Center, or other approved testing center/proctor.

All students must present photo identification in order to take the exam. 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 exam.

Students are responsible for paying any fees associated with completing any proctored exam.

Students **MUST** use their **CPT-4 Coding Manual** during the FINAL EXAM. However, the *Understanding Current Procedural Terminology* textbook is **NOT** allowed during ANY Exam.

If using the Virtual Test Center (at home), 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 are able to be in a room by yourself with no interruptions during the exam.

The Final exams must be completed during the dates listed on the Course Schedule.

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	1136
MindTap Assignments	1164
Discussions	95
Proctored Final Exam	82
Total	2477

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.

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.

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.

If work is submitted late, the following method will be used for grading: A 10% grade penalty will be assessed for work up to twenty-four hours late; an additional 10% will be assessed for each additional day the work is late up to one week (7 days). No work will be accepted after one week.

Instructor Response Times & Regular Interaction Expectations

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.

You can expect all course work to be graded within 72 hours after the due date. In instances where course work will require additional time for grading, an email will be sent to all students making them aware of the delay

You can expect weekly messages or announcements via Canvas. It is important that you read these. You are encouraged to post questions regarding course content in the Course Questions & Answers discussion forum. You can also reach out to the instructor to schedule a time to meet during office hours.

Key Dates to Remember

[Full Academic Calendar](#)

Course Schedule

Week	Due Date	Topic	Textbook Readings	Assignments
Week 1	26-Jan	Introduction to CPT Modifiers	Chapter 1	Chapter 1 Quiz
				Chapter 1 Exam
			Chapter 2	Chapter 2 Quiz
				Chapter 2 Exam

Week 2	2-Feb	Evaluation and Management	Chapter 3	Chapter 3 Discussion
				Chapter 3 Quiz
				Chapter 3 Exam
Week 3	9-Feb	Anesthesia	Chapter 4	Chapter 4 Quiz
				Chapter 4 Exam
Week 4	16-Feb	Hemic and Lymphatic Systems	Chapter 9	Chapter 9 Quiz
				Chapter 9 Exam
Week 5	23-Feb	Musculoskeletal System	Chapter 6	Chapter 6 Discussion
				Chapter 6 Quiz
				Chapter 6 Exam
Week 6	2-Mar	Surgery and the Integumentary System	Chapter 5	Chapter 5 Quiz
				Chapter 5 Exam
Week 7	9-Mar	Digestive System	Chapter 11	Chapter 11 Discussion
				Chapter 11 Coding Assignments
				Chapter 11 Case Studies
				Chapter 11 Quiz
				Chapter 11 Exam
Week 8	16-Mar	Mediastinum and Diaphragm	Chapter 10	Chapter 10 Coding Assignments
				Chapter 10 Case Studies
		Endocrine System	Chapter 16	Chapter 10 Quiz
				Chapter 10 Exam
				Chapter 16 Coding Assignments
				Chapter 16 Case Studies
				Chapter 16 Quiz

				Chapter 16 Exam
Week 9	30-Mar	Urinary System	Chapter 12	Chapter 12 Coding Assignments
				Chapter 12 Case Studies
				Chapter 12 Quiz
				Chapter 12 Exam
		Male Genital System	Chapter 13	Chapter 13 Coding Assignments
				Chapter 13 Case Studies
				Chapter 13 Quiz
				Chapter 13 Exam
Week 10	6-Apr	Female Genital System	Chapter 14	Chapter 15 Discussion
				Chapter 14 Coding Assignments
				Chapter 14 Case Studies
				Chapter 14 Quiz
		Maternity Care and Delivery	Chapter 15	Chapter 14 Exam
				Chapter 15 Coding Assignments
				Chapter 15 Case Studies
				Chapter 15 Quiz
Week 11	13-Apr	Respiratory System	Chapter 7	Chapter 15 Exam
				Chapter 7 Coding Assignments
		Cardiovascular System	Chapter 8	Chapter 7 Case Studies
				Chapter 7 Quiz
				Chapter 7 Exam

				Chapter 8 Coding Assignments
				Chapter 8 Case Studies
				Chapter 8 Quiz
				Chapter 8 Exam
Week 12	20-Apr	Nervous System Eye and Ocular Adnexa Auditory System and Operating Microscope	Chapter 17 Chapter 18 Chapter 19	Chapter 17 Coding Assignments
				Chapter 17 Case Studies
				Chapter 17 Quiz
				Chapter 17 Exam
				Chapter 18 Coding Assignments
				Chapter 18 Case Studies
				Chapter 18 Quiz
				Chapter 18 Exam
				Chapter 19 Coding Assignments
				Chapter 19 Case Studies
				Chapter 19 Quiz
				Chapter 19 Exam
Week 13	27-Apr	Radiology Pathology and Laboratory	Chapter 20 Chapter 21	Chapter 21 Discussion
				Chapter 20 Coding Assignments
				Chapter 20 Case Studies
				Chapter 20 Quiz
				Chapter 20 Exam
				Chapter 21 Coding

				Assignments
				Chapter 21 Quiz
				Chapter 21 Exam
Week 14	4-May	Medicine HCPCS Codes	Chapter 22 Chapter 23	Chapter 22 Coding Assignments
				Chapter 22 Case Studies
				Chapter 22 Quiz
				Chapter 22 Exam
				Chapter 23 Coding Assignments
				Chapter 23 Case Studies
				Chapter 23 Quiz
				Chapter 23 Exam
				Chapter 23 Exam
Final Exam	5/13/2025	Review and Final Exam	Chapters 1 - 23	COMPREHENSIVE FINAL EXAM – The Final Exam opens May 7 at 12:00 AM and is available until 11:59 PM May 13.

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 password reset and and Canvas support, visit the [Student Technology Guide](#) website.

Accessibility/Privacy Policies for all Technology Tools Used

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

Student Support

At San Juan College, we are committed to supporting your academic success and overall well-being. We recognize that college life can be challenging and stressful, impacting both learning and personal health. We are here to help you succeed.

Academic Support and Resources

We provide a range of academic support services to help you stay on track on your educational journey. Free resources include tutoring, computer loans, life skills workshops, and so much more. Visit the [Academic Support and Resources](#) webpage to learn more about support and resources available through Academic Advising, the Tutoring Center, the Student Resource Center (formerly Student Achievement Center) and the Testing Center.

Student Support and Resources

If you or someone you know could benefit from counseling, accessibility services, career exploration, veteran transitional assistance, or any of our other support services, visit the [Student Support and Resources](#) webpage where you'll find detailed information about various resources available to you as an SJC student.

We encourage you to take advantage of these free resources to enhance your college experience and ensure your success.

College Policies and Resources for Current Students

The [Student Handbook](#) provides information on student support, student organizations, and student conduct policies at San Juan College.

The San Juan College catalog outlines the [Academic Policies](#) students need to know.

Healthy and Safe Practices for Being on Campus

We want a healthy and safe campus for students, faculty, staff, and guests.

Contagious diseases and your responsibility:

If you have COVID-19 symptoms, fever, flu or even the common cold, you should stay home. Do not come to campus if you are feeling sick. Contact your instructor about missing class (and review your instructor's policies on missed or late work). Being sick does not necessarily excuse you from completing your work on time.

Safety on campus and your responsibility:

If you are on campus and experience or witness an emergency, call 9-1-1 first and then the Department of Public Safety at 505-566-3333 (or just 3333 if calling from a campus phone).

When you are on campus, be aware of your surroundings. If you need an escort to your vehicle, call 505-566-4444 (DPS non-emergency line) or 505-215-3091 (officer on duty line).

The College will send information for campus emergencies through SJC AlertAware, email and the webpage. Stay informed and stay safe.

Inclement Weather Information

Students will receive notification of class delays and cancellations due to inclement weather via the SJC AlertAware and SJC student email. Face-to-face classes will not meet in person; however, students are advised to check with instructors about alternative meeting options, as some may choose to meet via zoom. Hybrid classes will meet as scheduled via zoom. For questions regarding your class delay or cancelation, please contact your instructor.

Online Course Fee

Online Courses - San Juan College requires all online courses to include some form of assessment to demonstrate the mastery of course objectives. This could include exams, capstone projects, e-portfolios, presentations, final papers or other appropriate assessments. The use of a proctoring platform, plagiarism detection software or other method to ensure that assessments are completed by the enrolled student is required.

A course fee of \$5.00 is assessed for all online courses at San Juan College to cover the cost of the above services. Students who are required to take a proctored exam and choose to use a physical testing center outside the SJC Testing Center or SJC Disability Services will be responsible for the cost of using that center.