

MOA193 : Principles of Current Procedural Terminology (CPT) Coding

General Information

Author:	• Sonali Perera
Course Code (CB01) :	MOA193
Course Title (CB02) :	Principles of Current Procedural Terminology (CPT) Coding
Department:	MOA
Proposal Start:	Fall 2024
TOP Code (CB03) :	(0514.20) Medical Office Technology *
CIP Code:	(51.0716) Medical Administrative/Executive Assistant and Medical Secretary.
SAM Code (CB09) :	Clearly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000613234
Curriculum Committee Approval Date:	02/28/2024
Board of Trustees Approval Date:	04/16/2024
Last Cyclical Review Date:	02/28/2024
Course Description and Course Note:	MOA 193 provides the student with an introduction to Healthcare Common Procedure Coding Systems (HCPCS) and Current Procedural Terminology (CPT) coding for ambulatory services related to facility and professional services, with an overview of coding conventions, principles, regulatory guidance, and coding software. The CPT coding system teaches students a uniform process for coding medical services, and streamlines reporting and increases accuracy and efficiency in healthcare delivery.
Justification:	Mandatory Revision
Academic Career:	• Credit
Author:	• Sonali Perera

Academic Senate Discipline

Primary Discipline:	• Office Technologies (Secretarial skills, office systems, word processing, computer applications, automated office training)
Alternate Discipline:	No value
Alternate Discipline:	No value

Course Development

Basic Skill Status (CB08)	Course Special Class Status (CB13)	Grading Basis
Course is not a basic skills course.	Course is not a special class.	• Grade with Pass / No-Pass Option

Allow Students to Gain Credit by Exam/Challenge

Pre-Collegiate Level (CB21)

Not applicable.

Course Support Course Status (CB26)

Course is not a support course

Transferability & Gen. Ed. Options

General Education Status (CB25)

Not Applicable

Transferability

Transferable to CSU only

Transferability Status

Approved

Units and Hours

Summary

Minimum Credit Units (CB07)	3
Maximum Credit Units (CB06)	3
Total Course In-Class (Contact) Hours	54
Total Course Out-of-Class Hours	108
Total Student Learning Hours	162

Credit / Non-Credit Options

Course Type (CB04)

Credit - Degree Applicable

Noncredit Course Category (CB22)

Credit Course.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Credit Course.

Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience Education Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	3	6
Laboratory Hours	0	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	0
Course In-Class (Contact) Hours	
Lecture	54
Laboratory	0
Studio	0
Total	54
Course Out-of-Class Hours	
Lecture	108

Laboratory	0
Studio	0
Total	108

Time Commitment Notes for Students

No value

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Pre-requisites, Co-requisites, Anti-requisites and Advisories

Prerequisite

MOA180 - Health Information Management & HIPAA Standards (in-development)

Objectives

- Explain health data and clinical documentation principles, standards and guidelines to ensure the quality of the health record in a medical clinic or an acute-care hospital setting.
- Describe regulatory, accreditation, licensure and certification standards related to health information to medical records in the acute-care hospital setting.

Entry Standards

Entry Standards

Course Limitations

Cross Listed or Equivalent Course

Specifications

Methods of Instruction

Methods of Instruction Lecture

Methods of Instruction	Discussion			
Methods of Instruction	Demonstrations			
Methods of Instruction	Guest Speakers			
Methods of Instruction	Presentations			
Out of Class Assignments				
<ul style="list-style-type: none"> Assigning various CPT codes to actual patient electronic medical record information Selecting and assigning CPT codes to the principal diagnosis and secondary diagnoses on patients' electronic medical records 				
Methods of Evaluation	Rationale			
Exam/Quiz/Test	Quizzes			
Exam/Quiz/Test	Midterm examination			
Presentation (group or individual)	Presentations			
Exam/Quiz/Test	Final examination			
Textbook Rationale				
No Value				
Textbooks				
Author	Title	Publisher	Date	ISBN
American Medical Association	Principles of Current Procedural Terminology (CPT)	Chicago: AMA Publishing	2017	9781622025510
Other Instructional Materials (i.e. OER, handouts)				
No Value				
Materials Fee				
No value				

Learning Outcomes and Objectives
Course Objectives
Utilize Current Procedural Terminology Coding (CPT) and Healthcare Common Procedure Coding Systems (HCPCS) in medical coding.

Describe the differences between billing for physician professional services and facility services when assigning medical codes.

Define the concept of medical necessity in medical coding, current procedural terminology (CPT) and healthcare common procedure coding system (HCPCS).

Identify Ambulatory Payment Classifications (APCs) within the context of coding for physicians (professional fee coding) and hospital outpatients (facility coding).

SLOs

Explain and assign appropriate Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS) modifiers.

Expected Outcome Performance: 70.0

<i>ILOs</i> Core ILOs	Analyze and solve problems using critical, logical, and creative thinking; ask questions, pursue a line of inquiry, and derive conclusions; cultivate creativity that leads to innovative ideas.
	Communicate clearly, ethically, and creatively; listen actively and engage respectfully with others; consider situational, cultural, and personal contexts within or across multiple modes of communication.
<i>MOA</i> Medical Assistant Certificate	Describe the duties, processes, and procedures in managing the medical front and back office
	Explain health data and clinical documentation principles, standards and guidelines
<i>MOA</i> ADMINISTRATIVE MEDICAL ASSISTANT A.S. Degree Major	Perform administrative duties such as scheduling appointments, maintaining patient records (paper and electronic), and utilization of computer software.
<i>MOA</i> ADMINISTRATIVE MEDICAL ASSISTANT - Certificate	Perform administrative duties such as scheduling appointments, maintaining patient records (paper and electronic), and utilization of computer software.

Discuss the principles and application of procedural coding systems and the purpose and/importance of the Current Procedural Terminology(CPT) and the Healthcare Common Procedure Coding System (HCPCS).

Expected Outcome Performance: 70.0

<i>ILOs</i> Core ILOs	Communicate clearly, ethically, and creatively; listen actively and engage respectfully with others; consider situational, cultural, and personal contexts within or across multiple modes of communication.
<i>MOA</i> Medical Assistant Certificate	Describe the duties, processes, and procedures in managing the medical front and back office
	Explain health data and clinical documentation principles, standards and guidelines
<i>MOA</i> ADMINISTRATIVE MEDICAL ASSISTANT A.S. Degree Major	Identify knowledge of Medical terminology within the human body system
	Perform administrative duties such as scheduling appointments, maintaining patient records (paper and electronic), and utilization of computer software.
<i>MOA</i> ADMINISTRATIVE MEDICAL ASSISTANT - Certificate	Identify knowledge of medical terminology within the body system
	Perform administrative duties such as scheduling appointments, maintaining patient records (paper and electronic), and utilization of computer software.

Explain the mechanisms of Ambulatory Payment Classification System (APCS)system operations to support coding for clinical services and procedures.

Expected Outcome Performance: 70.0

<i>ILOs</i> Core ILOs	Communicate clearly, ethically, and creatively; listen actively and engage respectfully with others; consider situational, cultural, and personal contexts within or across multiple modes of communication.
<i>MOA</i> Medical Assistant Certificate	Describe the duties, processes, and procedures in managing the medical front and back office
	Explain health data and clinical documentation principles, standards and guidelines

MOA
ADMINISTRATIVE MEDICAL
ASSISTANT A.S. Degree Major

Identify knowledge of Medical terminology within the human body system

Perform administrative duties such as scheduling appointments, maintaining patient records (paper and electronic), and utilization of computer software.

MOA
ADMINISTRATIVE MEDICAL
ASSISTANT - Certificate

Identify knowledge of medical terminology within the body system

Perform administrative duties such as scheduling appointments, maintaining patient records (paper and electronic), and utilization of computer software.

Additional SLO Information

Does this proposal include revisions that might improve student attainment of course learning outcomes?

No

Is this proposal submitted in response to learning outcomes assessment data?

No

If yes was selected in either of the above questions for learning outcomes, explain and attach evidence of discussions about learning outcomes.

No Value

SLO Evidence

No Value

Course Content

Lecture Content

Introduction to Healthcare Common Procedure Coding System (HCPCS (6 hours)

- Current Procedural Terminology (CPT) basic coding principles, usage, guidelines, and symbols
- Modifiers, add-on codes and code symbols

Current Procedural Terminology (CPT) for Surgery (14 hours)

- Integumentary
- Anatomical
- Musculoskeletal
- Respiratory
- Cardiovascular

Current Procedural Terminology (CPT) for Human Body Systems (14 hours)

- Digestive system
- Urinary system
- Nervous system
- Female genitals and maternity
- Sensory system

Current Procedural Terminology (CPT) for Various Branches of Medical Science and Related Procedures (14 hours)

- Radiology
- Pathology
- Medicine
- Anesthesiology
- Nuclear medicine

Current Procedural Terminology (CPT) for Evaluation and Management (6 hours)

- Classification of services
- Reporting guidelines

Total Hours: 54

Additional Information

Is this course proposed for GCC Major or General Education Graduation requirement? If yes, indicate which requirement in the two areas provided below.

No

GCC Major Requirements

No Value

GCC General Education Graduation Requirements

No Value

Repeatability

Not Repeatable

Justification (if repeatable was chosen above)

No Value

Resources

Did you contact your departmental library liaison?

No

If yes, who is your departmental library liaison?

Aisha Conner-Gaten (Business, ESL-Credit)

Did you contact the DEIA liaison?

No

Were there any DEIA changes made to this outline?

No

If yes, in what areas were these changes made:

No Value

Will any additional resources be needed for this course? (Click all that apply)

No Value

If additional resources are needed, add a brief description and cost in the box provided.

No Value