

**MARTIN COMMUNITY COLLEGE**  
**COURSE SYLLABUS**  
**Semester/Year: Spring/2011**

<b>COURSE NUMBER:</b> OST 247 (5H1E)	<b>INSTRUCTOR:</b> Jannette H. Harris
<b>COURSE TITLE:</b> Procedure Coding	<b>OFFICE NO:</b> n/a
<b>CREDIT HOURS:</b> 2	<b>OFFICE/VIRTUAL HOURS:</b> E-mail instructor
<b>CONTACT HRS/WK:</b> 3 (1 class, 2 lab)	<b>PHONE NO:</b> (252)561-6325
<b>PREREQUISITES:</b> MED 121 or OST 141	<b>FAX:</b> (252)792-0826
<b>COREQUISITES:</b> None	<b>E-MAIL:</b> jharris@mcc.martincc.edu

**COURSE DESCRIPTION:** This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility.

**PROGRAM LEARNING OUTCOMES:**

1. Demonstrate an understanding of the administrative support process and functions and how these influence effective business practices in a medical office or medical setting.
2. Utilize appropriate technology, techniques, and practices to collect, process, and interpret information for decision making and administrative support in a medical office or medical setting.
3. Demonstrate communication skills to process, manage, and communicate information in a medical office or medical setting.

**COURSE LEARNING OUTCOMES:**

1. Summarize the purpose and development of CPT.
2. Discuss the format and symbols used in CPT.
3. Explain the organization of the sections of CPT. :
4. Properly select CPT evaluation and management and procedural codes.
5. Identify anatomical structures and organs that have an impact on code selection.

**REQUIRED TEXTBOOKS:** Bowie, M. and Schaffer, R., (2008). *Understanding procedural coding: A worktext*. Clifton Park, NY: Delmar Cengage Learning.  
(2008). *CPT: Physicians current procedural terminology* **MAY CHANGE DUE TO PUBLISHING ISSUES.**

**SUPPLEMENTAL RESOURCES:** As required

**LEARNING/TEACHING METHODS: LEARNING/TEACHING METHODS:**

1. Hands-on computer activities – chapter notes and flashcards for each chapter.
2. Outside Reading Assignments – case studies which provide real-world application of skills will be given randomly on several chapters.

## ASSESSMENTS/METHODS OF EVALUATION:

<b>Chapter Tests</b>	<b>50%</b>
<b>Attendance/Class Participation</b>	<b>10%</b>
<b>Chapter Worksheets</b>	<b>30%</b>
<b>Outside Reading Assignment</b>	<b><u>10%</u></b>
<b>Total</b>	<b>100%</b>

**GRADING POLICY: A= 90 - 100; B= 80- 89; C = 70 -79; D = 60 - 69; F = Below 69**

**COURSE OUTLINE: THIS IS A DRAFT DUE TO TEXT ISSUE 1/10/2011jhh**

Week 1	Introduction to Current Procedural Terminology	Chapter 1
Week 2	Modifiers	Chapter 2
Week 3	Evaluation and Management	Chapter 3
Week 4	Anesthesia	Chapter 4
Week 5	Surgery and the Integumentary System	Chapter 5
Week 6	Musculoskeletal System	Chapter 6
Week 7	Respiratory System	Chapter 7
Week 8	Cardiovascular System	Chapter 8
Week 9	Hemic and Lymphatic Systems	Chapter 9
	Mediastinum and Diaphragm	Chapter 10
Week 10	Digestive System	Chapter 11
Week 11	Urinary System	Chapter 12
	Male Genital System	Chapter 13
Week 12	Female Genital System	Chapter 14
	Maternity Care and Delivery	Chapter 15
Week 13	Endocrine System	Chapter 16
	Nervous System	Chapter 17
Week 14	Eye and Ocular Adnexa	Chapter 18
	Auditory System and Operating Microscope	Chapter 19
Week 15	Radiology	Chapter 20
	Pathology and Laboratory	Chapter 21
Week 16	Medicine	Chapter 22

## STUDENT ATTENDANCE POLICY:

The Martin Community College attendance Policy (Martin Community College Career Catalogue Addendum for fall 2007) is in effect, as well as the administrative withdrawal policy (Martin Community College Career Catalogue addendum for fall 2007). Students must attend at least once within the first 10% of the scheduled hours of the class in order to be enrolled, or their names will be removed from the attendance roster. Students missing more than 6 (six) contiguous contact hours without contacting, and speaking to the instructor or more than 20% of the total contact hours may be administratively withdrawn from class, and in that case will receive "WF" which counts as an "F" as their final grade. Students may only be readmitted to class with the written approval of the instructor, as the instructor must file form with the registrar in order to readmit the student. Students who have been administratively withdrawn from class will not be allowed in the

*Library* or classroom for liability reasons. If student is officially readmitted to class the student is responsible for all material covered, including any announcements, such as test dates made while he/she was out. Student may remove the "WF" grade by submitting appropriate paperwork for an official withdrawal by the last day to officially withdraw without receiving an "F" during the semester to the Registrar's Office. **The last day to officially withdraw from this class without receiving an "F" is Thursday, March 24, 2011**

**Student Attendance Policy continued:**

To enter section 50 (Internet) courses, students must do two things:

(1) First, students must complete a technology assessment located on the Blackboard or Moodle login page.

(2) Second, students must login into Blackboard or Moodle and complete the first assignment within seven (7) school days.

Both the technology assessment and the first assignment must be completed for students to remain in the course. If students are taking more than one online course, the student **ONLY** takes the technology assessment **ONE** time.

**REQUEST FOR EXCUSED ABSENCES FOR RELIGIOUS OBSERVANCES\***

**\*In compliance with G.S. 115D-5, MCC policy permits a student to be excused, with the opportunity to make-up any test or other missed work, a minimum of two excused absences per academic year for religious observances required by the student's faith. The policy limits the excused absences to a maximum of two days per academic year.**

Students who wish to be excused for a Religious Observance required by their faith must complete and submit a request form to the instructor(s) prior to the census date of each class. The *Request for Excused Absences for Religious Observances* form can be picked up from Student Services. This does not supersede the college-wide attendance policy as outlined in the college catalog or syllabus, with the exception of a reasonable accommodation for the make-up of missed course work.

**Course Policies:** You are responsible for all the material in the textbook and in lectures and/or otherwise specified sources. Any of this material may appear on any given test or exam. Tests or exams may be written, oral and also electronically via the Internet/BB/Moodle. All Special projects/assignments/term papers are to be handed in on the date due; ten points will be taken off for each late Day. If for some reason, you can't be in class for a test, you need to notify the instructor via the - provided email. Tests can be made up, within one week of the original test date, but the makeup test will be different from the original test. The instructor is available for academic help.

**If you cannot reach your instructor, you may contact Dr. Phyllis Broughton, Dean of Academic Affairs and Student Services at (252)789-0246 or (252)789-0247 by phone, pbroughton@martincc.edu by e-mail, or in person at her office in Building 2, Room 33.**

**To access the Martin Community College Career Catalog for policies and curriculum requirements, please go online to [www.martincc.edu](http://www.martincc.edu).**

***If you have a need for a disability-related accommodation, please notify the Student Services counselor at (252) 789-0293.***