

Wake Technical Community College
Business Technologies Division
Course Syllabus (OST247 – Procedural Coding)

Instructor: Stacy Jackson

Office location: Holding Hall Room 124

Telephone: 919.807.7747

E-mail: sjackson@waketech.edu

Office hours: Tuesdays 8 – 10, Wednesdays 1 – 3, Fridays 12 - 2

Class days/times/location: Monday/Wednesday/Friday 10 – 10:50 am Holding Hall Room 211

Required Text/Supplies

Textbook

UNDERSTANDING PROCEDURAL CODING: A WORKTEXT, 2ND EDITION

Bowie and Schaffer

Cengage Learning, 2011

ISBN: 1111289751 (this is a bundle number for a text and an access code)

CURRENT PROCEDURAL TERMINOLOGY CPT 2011 (This book was used in OST 148)

American Medical Association, 2011

HCPCS LEVEL II, 2011 (may be combined with ICD-9-CM)(This book was used in OST 148)

American Medical Association, 2011

Supplies/Software

Flash drive

Medical dictionary (optional, but helpful)

Course Usage of Blackboard or Moodle

Copies of the course syllabus and major assignments may be found on Blackboard or Moodle. You are responsible for regularly checking the online resources, which are accessed through <http://dist-ed.waketech.edu> (opens in a new window) or <http://moodle.waketech.edu> (opens in a new window).

Course Description

This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS rules for Medicare billing. Upon completion, students should be able to properly code procedures and services performed by physicians in ambulatory settings.

Student Learning Objectives

Upon successful completion of this course, the student should be able to:

- Explain the format and organization of CPT and HCPCS Level II
- List and describe the sections found in CPT and HCPCS Level II
- Assign CPT codes for Evaluation and Management
- Assign CPT codes for Anesthesia
- Assign CPT codes for Surgery
- Assign CPT codes for Maternity Care and Delivery
- Assign CPT codes for Radiology
- Assign CPT codes for Pathology and Laboratory
- Assign CPT codes for Medicine
- Assign CPT codes for the following body systems: musculoskeletal, respiratory, cardiovascular, hemic and lymphatic, mediastinum and diaphragm, digestive, urinary, male/female genital, endocrine, nervous, eye and ocular adnexa, auditory
- Assign HCPCS Level II codes to specified case studies

Prerequisite(s): OST 142 or MED 122, and OST 148

Corequisite(s): None

Credit Hours: Two semester hours

Assignments and Grading Policy

Due dates and assignments can be found on the course schedule/outline.

Assignments 30%

Tests/Quizzes 20%

Mid-term Exam 25%

Final Exam 25%

A = 90-100 B = 80-89 C = 70-79 D = 60-69 F = 59 or less

Final Exam Date/Time/Location (TBA)

College Policies and Campus Resources

Email Policy

Wake Tech requires that every student use the provided my.waketech.edu e-mail account for all school related correspondence. Your instructors will not respond to e-mail from any other source. Do not forward my.waketech.edu e-mail to other accounts. Replies sent from most forwarded e-mail will not appear to come from your my.waketech.edu account and will not be acknowledged by your instructor. This is a strictly enforced school policy. Please review e-mail information carefully. If you have questions or concerns regarding your Wake Tech e-mail, contact Distance Education Support for guidance.

Code of Conduct

It is the student's responsibility to abide by [Wake Tech's Student Code of Conduct \(opens in a new window\)](http://handbook.waketech.edu/files/studentrights.pdf) <http://handbook.waketech.edu/files/studentrights.pdf>
[Free Adobe Acrobat PDF reader download opens in a new window](http://get.adobe.com/reader/?promoid=BUIGO)
<http://get.adobe.com/reader/?promoid=BUIGO>. Violation of the Student Code of Conduct will result in disciplinary action. The Code of Conduct includes the Academic Integrity Policy.

Attendance Policy

It is the student's responsibility to abide by the [Wake Tech Attendance Policy \(opens in a new window\)](http://catalog.waketech.edu/pdfs/WakeTechCatalog.pdf) <http://catalog.waketech.edu/pdfs/WakeTechCatalog.pdf> (p. 39).

Disability Support Services

Disability Support Services is available for students who require academic accommodations due to any physical, psychological, or learning disability. To determine eligibility, contact the office at 124 Holding Hall or call 866-5670 (TDD 779-0668). [Disability Support Services web page \(opens in a new window\)](http://disabilityservices.waketech.edu/) <http://disabilityservices.waketech.edu/>

Core Values

In keeping with the college's mission statement, this course will promote Wake Tech's core institutional values.

Accountability

Accountability is essential for an environment of learning. Those who are accountable stand by their words and actions, taking full responsibility for what they create and for what they contribute to the community.

Respect

Respect is a prerequisite for enhancing learning. Community members who respect themselves and others help create a safe, yet open, climate of learning.

Responsibility

Responsibility is the root of success. Students who assume personal responsibility for their education will reach their goals. Responsible students also make contributions to their communities.

Critical Thinking

Critical thinking is the fundamental purpose of higher education. The ability to solve problems through the application of the appropriate skills is critical to all disciplines.

Communication

Communication is increasingly the key competency for living and working in the information age. Communicating effectively in oral and written forms through traditional and new media is a powerful tool for personal and career success.

Collaboration

Collaboration, by bringing together individual knowledge and talents, creates teams that are greater than the sum of their parts. Such teamwork maximizes benefits to individuals and the community.