

Master Syllabus

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Keiser University

Associate of Science in Medical Administrative Billing & Coding

<u>Course Prefix & Number:</u>	HIM2250C
<u>Course Title:</u>	CPT – 4/HCPCS Coding
<u>Course Format:</u>	Online/On-ground
<u>Credit Hours:</u>	4.0 Semester Credit Hours
<u>Course Schedule:</u>	Asynchronous
<u>Prerequisites:</u>	Completion of the Core Courses
<u>Co-requisites:</u>	None
<u>Faculty:</u>	Name & Credentials Phone Email
<u>Office Hours:</u>	As posted by faculty within online course
<u>Course Description:</u>	This course provides a basic foundation using the International Classification of Diseases to code diagnoses and procedures. Coding, sequencing, and grouping diagnoses will be reviewed using coding manuals and software tools. Coding resources and ethics will be emphasized.
<u>Required Textbook(s):</u>	<i>Step-by-Step Medical Coding</i> , 2019 Edition, by Carol J. Buck, Saunders <i>Workbook for Step-by-Step Medical Coding</i> , 2019 Edition, by Carol J. Buck, Saunders ISBN: 9780323642026 <i>2019 Physician Bundle: ICD-10CM /2019 HCPCS/ AMA CPT 4 Bundle</i> ISBN 9780323638395
<u>Other Required Course Material:</u>	None

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Course Objectives:

Upon completion of HIM2250C, the student will:

1. Describe, differentiate and assign CPT codes
2. Describe, differentiate and assign HCPCS Level II codes
3. Understand the purpose of modifiers and proper assignment
4. Demonstrate the ability to code procedures in various systems
5. Report guidelines for reimbursement purposes
6. Engage in class/online discussions by communicating clearly and proficiently verbally and in writing.

Topical Outline/Course Assignments/Calendar:

NUR4286	Objectives	Assigned Readings	Learning Activities	Evaluation
WEEK 1	1, 2, 3, 6	Chapters 13, 14, & 15	Threaded discussions, case studies, interactive web learning tools, collaborative learning appropriate for course material	Certification, Pre-test, threaded discussions, assignments, week 1 quiz
WEEK 2	1, 4, 5, 6	Chapters 16, 17, & 19	Threaded discussions, case studies, interactive web learning tools, collaborative learning appropriate for course material	Threaded discussions, assignments, week 2 quiz
WEEK 3	1, 4, 5, 6	Chapters 22, 23, & 24	Threaded discussions, case studies, interactive web learning tools, collaborative learning appropriate for course material	Threaded discussions, assignments, week 3 quiz
WEEK 4	1, 4, 5, 6	Chapters 28, 29, & 30	Threaded discussions, case studies, interactive web learning tools, collaborative learning appropriate for course material	Threaded discussions, assignments, post-test, final examination

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Grading and Evaluation Methods:

Online Grading Methodologies:

Evaluation	Percent of Total Grade	Due Date
Weekly Quizzes	30%	Midnight on Sunday
Weekly Threaded Discussions	20%	See Rubric Details
Weekly Assignments	20%	Midnight on Sunday
Final Exam	25%	End of week four
Post Test	5%	End of week four

Total Percentage: 100%

On-ground Grading Methodologies:

Evaluation	Percent of Total Grade	Due Date
Weekly Quizzes	5%	
Weekly Assignments	25%	
Weekly Examinations	30%	
Final Examination	35%	
Post Test	5%	

Total Percentage: 100%

Grading Scale

Letter Grade	Numeric Grade
A	90.00-100.00%
B	80.00-89.99%
C	70.00-79.99%
D	65.00-69.99%
F	Up to 64.99%

Course Guidelines and Policies

Attendance/Participation

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Regular class attendance is essential to proper academic progress. At Keiser University, satisfactory attendance is considered to be a vital part of each student's performance. Initial student attendance in courses will be documented through the student's completion of the certification, pre-test, introduction posting and the week one initial discussion posting, which is required to be completed within the first four days of the course. Failure to post during the first four days of the course may result in administrative withdrawal from the course. Students are expected to log into the course a minimum of three (3) days per week and to communicate directly with the course instructor regarding any circumstance that may result in their absence. Course participation is met through required discussion postings and submission of assignments by required due dates. Participation is a basic requirement for an effective learning community. Students' participation will be determined by the faculty and reflected in the grading of the discussions and assignments.

Missed Quizzes/Exams

Makeup quizzes/exams may only be allowed with pre-approval of the instructor or with an acceptable, documented reason. Acceptable reasons for makeup exams include severe illness, family emergency or other unavoidable events. It is expected that students attending an online course have sufficient Internet service and technology to complete online quizzes/exams without interruptions. Any technical difficulties while taking a quiz or exam requires contacting the HELP DESK via telephone immediately for assistance and obtaining a ticket number. You must then contact your instructor with the ticket number in a timely manner. Quizzes/Exams will not be considered for reset unless a ticket number is presented to your instructor and is not guaranteed. Any technical difficulties will be evaluated by faculty for final determination.

Certification/Plagiarism Software

Students are required to electronically sign the certification in their classrooms within the first three (3) days of class. The certification is an acknowledgement of expectations for academic honesty and plagiarism for coursework. The University also uses plagiarism detection software for papers and other writings to ensure the integrity of a student's written work.

Academic Integrity

Students are expected to maintain the highest standards of academic conduct, professional honesty, and personal integrity. Plagiarism, cheating and other misconduct are serious violations and will not be tolerated, and may result in academic penalties, including suspension or dismissal. Plagiarism is the deliberate or unintentional use of another's words or ideas without proper citation for which the student claims authorship. It is a policy of Keiser University that students assume responsibility for maintaining honesty in all work submitted for credit and in any other work designated by an instructor of a course. Students may not submit the same work completed for one course in any other course, earning credit for the same work each time. Plagiarism, because it is a form of theft and dishonesty that interferes with the goals of education, must carry severe penalties. Please refer to the Keiser University Catalog for the full spectrum of academic honesty and professional behavior policies including plagiarism offenses.

Civility/Professionalism

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This class is a community of learners, which means we will depend upon each other for support and information. In order to learn, we must be open to the views of people different than ourselves. Please honor the uniqueness of your classmates and appreciate the opportunity we have to learn from one another. Please respect each other's opinions and refrain from personal attacks or demeaning comments of any kind.

It is of the utmost importance to communicate with courtesy and professionalism. Professional courtesy includes respecting other's opinions, being courteous and respectful, and working together in the spirit of cooperation.

University and Program Policies

Students are expected to abide by the policies set forth in the University Catalog. The University Catalog is available electronically at <http://www.keiseruniversity.edu/catalog/>.

Disability Accommodations:

In compliance with the Americans with Disabilities Act (ADA), students who require reasonable accommodations due to a disability to properly execute coursework must complete the application process and receive approval from the review committee. The first step is to consult with the Campus President or Dean of Academic Affairs.