

HARTNELL COLLEGE
FUNDAMENTALS OF CPT CODING
COURSE OUTLINE

COURSE DESCRIPTION:

An introduction to the CPT (Current Procedural Terminology) manual and in-depth study of the sections contained in the medical code set. Emphasis on body systems in relationship to the CPT codes, along with anatomy, terminology, and procedures; focus on the correct way to code medical procedures.

COURSE OBJECTIVES:

The student will

1. identify the purpose, use, and recent changes of the CPT (Current Procedural Terminology) manual.
2. interpret the symbols used in the CPT manual.
3. identify, list, and differentiate among CPT manual sections, subsections, subheadings, categories, and subcategories.
4. recognize the importance of referring to Guidelines at the beginning of each CPT manual section and interpret information in Guidelines and notes.
5. describe the CPT code format and modifiers and distinguish between stand-alone codes and indented codes.
6. describe the purpose of unlisted procedures and identify their location in the CPT manual.
7. compare and contrast Category II and Category III CPT codes.
8. describe the circumstances under which special reports are generated.
9. name the contents of the E/M section
10. name and differentiate among the three factors of E/M codes.
11. list the minimum documentation guidelines developed by health-care organizations.
12. extract patient information (documentation) from the patient record and determine the appropriate use of the documentation.
13. explain the levels of E/M service.
14. describe and explain the factors in the key components of E/M service.
15. compare and contrast the four elements of history.
16. list and explain examination levels.
17. compare and contrast the elements of examination levels and the complexity of medical decision making.
18. explain the guidelines for documentation of management options and the amount and complexity of data involved in the medical record.
19. list levels of risk and the corresponding presenting problem/s.
20. explain the guidelines for documentation for risk of significant complications, morbidity, or mortality.
21. compare and contrast the four factors and the components that compose the contributing factors level of service.
22. list and analyze E/M code types.
23. identify CMS Documentation Guidelines.
24. demonstrate skill in coding E/M services.
25. describe formats of individual sections and subsections of the CPT manual.
26. analyze and use each section and subsection of the CPT manual.
27. interpret source documents to determine appropriate coding for medical procedures and services.
28. demonstrate use of appropriate coding for medical procedures and services.
29. locate terms (single code, multiple codes, range of codes) in the CPT index.
30. determine the appropriate method for location of codes.
31. identify the content of the CPT appendices.

COURSE CONTENT:

1. Overview of the CPT Manual
 - a. Purpose and use of the CPT manual
 - b. CPT manual symbols
 - c. CPT manual format and sections
 - d. CPT manual section guidelines
 - e. CPT modifiers
 - f. Unlisted procedures
 - g. Category II and Category III codes
 - h. Special reports
2. Evaluation and Management (E/M) Section
 - a. Individual elements in each contributing factor of E/M service
 - b. E/M code types
 - c. CMS Documentation Guidelines
3. Anesthesia Section and Modifiers
 - a. Types of anesthesia
 - b. Anesthesia terminology and coding terms
 - c. Format of the Anesthesia section and subsections
 - d. The anesthesia formula
 - e. Coding anesthesia services and procedures
 - f. HCPCS modifiers
4. Surgery Section
 - a. Format of the Surgery section
 - b. Surgery terminology and coding terms
 - c. Notes and guidelines
 - d. Text-change symbol
 - e. Unlisted procedure codes
 - f. Separate procedure designation
 - g. Coding surgery services and procedures
5. Integumentary Section
 - a. Format of the Integumentary section
 - b. Integumentary terminology and coding terms
 - c. Main services in Nails and Introductions
 - d. Major factors in wound repair
 - e. Coding considerations in destruction, Mohs' micrographic surgery, and breast procedures
 - f. Coding integumentary system services and procedures
6. Musculoskeletal Section
 - a. Format of the Musculoskeletal section
 - b. Musculoskeletal terminology and coding terms
 - c. Fracture treatment types
 - d. Traction types
 - e. Services and procedures included in the General subheading
 - f. Elements of arthroscopic procedures
 - g. Cast application and strapping procedures
 - h. Coding musculoskeletal system services and procedures
7. Respiratory Section
 - a. Format of the Respiratory section
 - b. Respiratory service terminology and coding terms
 - c. Respiratory surgical codes
 - d. Nasal procedure coding
 - e. Sinus and larynx coding
 - f. Trachea and bronchi coding
 - g. Coding respiratory system services and procedures
8. Cardiovascular Section
 - a. Format of the Cardiovascular section

- b. Subheadings of the Cardiovascular section
 - c. Cardiovascular services in surgery, medicine and radiology
 - d. Coding for arteries and veins
 - e. Cardiovascular terminology and coding terms
 - f. Coding cardiovascular system services and procedures
9. Female Genital System Subsection
- a. Format of the Female Genital System subsection
 - b. Female Genital System subsection terminology and coding terms
 - c. Coding for female surgical procedures
 - d. Coding female genital system subsection services and procedures
10. Maternity Care and Delivery
- a. Format of the Maternity Care and Delivery subsection
 - b. Maternity Care and Delivery subsection terminology and coding terms
 - c. Coding maternity care and delivery subsection services and procedures
11. General Surgery
- a. Format of the Male Genital System subsection and subheadings
 - b. Male Genital System subsection terminology and coding terms
 - c. Coding Male Genital System subsection services and procedures
 - d. Format of the Urinary System subsection and subheadings
 - e. Urinary System subsection terminology and coding terms
 - f. Coding Urinary System subsection services and procedures
 - g. Format of the Digestive System subsection
 - h. Digestive System subsection specialty terminology and coding terms
 - i. Coding Digestive System subsection services and procedures
 - j. Format of the Mediastinum/Diaphragm System subsection
 - k. Mediastinum/Diaphragm System subsection terminology and coding terms
 - l. Coding Mediastinum/Diaphragm System subsection services and procedures
 - m. Format of the Hemic and Lymphatic Systems subsection and subheadings
 - n. Hemic and Lymphatic Systems subsection terminology and coding terms
 - o. Coding Hemic and Lymphatic Systems subsection services and procedures
 - p. Format of the Endocrine System subsection and subheadings
 - q. Endocrine System subsection terminology and coding terms
 - r. Coding Endocrine System subsection services and procedures
 - s. Format of the Nervous System subsection and subheadings
 - t. Nervous System subsection terminology and coding terms
 - u. Coding Nervous System subsection services and procedures
 - v. Format of the Eye and Ocular Adnexa subsection and subheadings
 - w. Eye and Ocular Adnexa subsection terminology and coding terms
 - x. Coding Eye and Ocular Adnexa subsection services and procedures
 - y. Format of the Auditory System subsection and subheadings
 - z. Auditory System subsection terminology and coding terms
 - aa. Coding Auditory System subsection services and procedures
12. Radiology Section
- a. Format of the Radiology section and subsections
 - b. Radiology terminology and coding terms
 - c. Coding Radiology section services and procedures
13. Pathology/Laboratory Section
- a. Format of the Pathology/Laboratory section and subsections
 - b. Pathology/Laboratory terminology and coding terms
 - c. Coding Pathology/Laboratory section services, procedures, and global procedures
14. Medicine Section
- a. Format of the Medicine section and subsections
 - b. Medicine terminology and coding terms
 - c. Level II National Codes (HCPCS)
 - d. Coding of immunizations
 - e. Coding Medicine section services and procedures

15. CPT index
 - a. Location methods
 - b. Locating terms and codes (single code, multiple codes, range of codes)