



HITT 2245 - Coding Certification Exam Review

HITT2245.401 Course Syllabus

Description

Review of coding competencies and skills in preparation for a coding certification exam.

Prerequisites HITT1441, HITT1342

Corequisites HITT2346

Semester Offered

Spring and Summer

Credits 2

Lecture Hours 0

Lab Hours 4

Extended Hours 0

Contact Hours 64

State Approval Code 51.0713

Instructor Name Rachel Weekly

Semester/Year Spring 2025

Meeting Time and Location

Online—students are expected to spend at least 3-4 hours per week** reading, reviewing, and participating in assigned activities for successful completion of this course.

Alternate Operations During Campus Closure

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Panola College to move to altered operations. During this time, Panola College may opt to continue delivery of instruction through methods that include, but are not limited to: online learning management system (CANVAS), online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor Panola College's website (www.panola.edu) for instructions about continuing courses remotely, CANVAS for each class for course-specific communication, and Panola College email for important general information.

Student Basic Needs

Unexpected circumstances may arise, but Panola College offers various resources to support students. If you need mental health services or are facing challenges with transportation, affording class materials and supplies, or accessing food regularly—issues that may impact your class performance—please visit panola.edu/resources.

Class Attendance

Regular and punctual attendance of classes and laboratories is required of all students. When a student has been ill or absent from class for approved extracurricular activities, he or she should be allowed, as far as possible, to make up for the missed work. If a student has not actively participated by the census date, they will be dropped by the instructor for non-attendance. This policy applies to courses that are in-person, online, hybrid, and hyflex.

Attendance in online courses is determined by submission of an assignment or participation in an activity. According to federal guidelines, simply logging into a distance learning course without participating in an

academic assignment does not constitute attendance. Distance learning is defined as when a majority (more than 50%) of instruction occurs when the instructor and students are in separate physical locations. Students must engage in an academic activity prior to the course census date.

When an instructor feels that a student has been absent to such a degree as to invalidate the learning experience, the instructor may recommend to the Vice President of Instruction that the student be withdrawn from the course. Instructors may seek to withdraw students for non-attendance after they have accumulated the following number of absences:

Fall or spring semesters:

3 or more class meeting times per week - 5 absences

2 class meeting times per week - 3 absences

1 class meeting per week - 2 absences

The student is responsible for seeing that he or she has been officially withdrawn from a class. A student who stops attendance in a class without officially withdrawing from that class will be given a failing grade; consequently, the student must follow official withdrawal procedures in the Admissions/Records Office.

Please note: Health Science and Cosmetology courses may require more stringent attendance policies based on their accreditation agencies. Please see the addendum and/or program handbook for further information concerning attendance.

Pregnant/Parenting Policy

Panola College welcomes pregnant and parenting students as a part of the student body. This institution is committed to providing support and adaptations for a successful educational experience for pregnant and parenting students. Students experiencing a need for accommodations related to pregnancy or parenting will find a Pregnancy and Parenting Accommodations Request form in the Student Handbook or may request the form from the course instructor.

Instructional Goals and Purposes

The purpose of this course is to reinforce the learning experiences obtained from previous coding courses. Students will take mock exams to prepare for the Certified Coding Associate (CCA) exam. This course provides the capstone experience for Health Information Technology Medical Coding Technician Certificate students.

Learning Outcomes

1. Perform self-assessment of coding competencies.
2. Resolve learning gaps.
3. Prepare to attain CCA credential.
4. Demonstrate coding competencies across all settings, including both hospital and physician practice.

Specific Course Objectives (includes SCANS)

After studying all materials and resources presented in the course, the student will be able to: complete all objectives listed below with a minimum competency of 70% on quizzes and mock exam.

1. Identify and apply current coding practices for ICD-10-CM/PCS and CPT.
SCANS 1a-i. 1b-ii,iii,iv,v,vi. 2a-i,iii. 2c-i,iii,iv. 2d-i,ii. 2e-iii.
2. Coded and indexed a variety of diagnoses and surgical procedures using encoder software.
SCANS 1a-iv. 1a-v. 1bi. 1b-ii. 1b-iii. 1b-iv. 1b-v. 1c-i. 1c-ii. 1c-iii. 1c-iv. 1c-v. 2a-i. 2a-iii. 2b-i. 2b-ii. 2b-iv. 2b-vi. 2c-i. 2c-ii. 2c-iii. 2c-iv
3. Discuss CPT coding rules and the basic CPT coding guidelines
SCANS 1a-iv. 1a-v. 1bi. 1bii.1b-iii. 1b-iv. 1b-v. 1c-i. 1c-ii. 1c-iii. 1c-iv. 1c-v. 2a-i. 2a-iii. 2b-i. 2b-ii. 2b-iv.2b-vi. 2c-i. 2c-ii. 2c-iii. 2c-iv.
4. Distinguish between CPT codes and National Codes
SCANS 1a-iv. 1a-v. 1bi. 1bii.1b-iii. 1b-iv. 1b-v. 1c-i. 1c-ii. 1c-iii. 1c-iv. 1c-v. 2a-i. 2a-iii. 2b-i. 2b-ii. 2b-iv.2b-vi. 2c-i. 2c-ii. 2c-iii. 2c-iv.

5. Identify and apply current coding practices for CPT-4.
SCANS 1a-iv. 1a-v.1bi. 1b-ii. 1b-iii. 1b-iv. 1b-v. 1c-i. 1c-ii. 1c-iii. 1c-iv. 1c-v. 2a-i. 2a-iii. 2b-i. 2b-ii. 2b-iv. 2b-vi. 2c-i. 2c-ii. 2c-iii. 2c-iv.
6. Assign appropriate E/M code
SCANS 1a-iv. 1a-v.1bi. 1b-ii. 1b-iii. 1b-iv. 1b-v. 1c-i. 1c-ii. 1c-iii. 1c-iv. 1c-v. 2a-i. 2a-iii. 2b-i. 2b-ii. 2b-iv. 2b-vi. 2c-i. 2c-ii. 2c-iii. 2c-iv.

Course Content

A general description of lecture/discussion topics included in this course are listed in the Learning Outcomes/Specific Course Objectives sections of this syllabus.

Students in all sections of this course will be required to do the following:

1. Use the current learning management system (LMS) to access assignments and course materials.
2. Use the current LMS email to communicate with the instructor.
3. Interact with other students through online discussion groups.
4. Complete all online assignments.
5. Take CCA certification exam.

Methods of Instruction/Course Format/Delivery

Students are expected to demonstrate basic competency in reading, writing, oral communication, math, and computer skills. Students are expected to be an active learning participant by assuming accountability in preparing for each class by completing required readings and/or other learning activities as listed in each unit assignment. Proficiency will be measured by examination scores, oral discussions and/or presentations, case studies and internet research activities.

Students should use the Email within the LMS to communicate with the instructor. This email gives you access to the instructor and other classmates without having to remember or type email addresses- you must select a name from the list. If you are not able to contact me using this email, you may use my Panola College email address, contact me by telephone, or stop by my office. I attempt to respond to all email within 24 hours. Please always include a subject line and your name in your email.

Major Assignments/Assessments

The following items are assigned and assessed during the semester and used to calculate the student's final grade.

Assignments

1. Online quizzes covering CCA domains 1-6

Assessments

1. Mock Exam
2. Actual CCA exam

Course Grade

The grading scale for this course is as follows:

- Online quizzes 25%
- Mock Exam 25%
- Actual CCA exam (regardless of score) 50%

Letter Grades for the course will be assigned as follows:

- A: 90-100
- B: 80-89.9
- C: 70-79.9
- D: 60-69.9
- F: Below 60

Texts Materials, and Supplies

- Professional Review Guide for the CCA Examination, 2021 Edition, CengageLearning, copyright 2021

Required Readings

- Professional Review Guide for the CCA Examination, 2021 Edition, CengageLearning, copyright 2021

Addendum

Monday

TIME	COURSE	ROOM
7:30 am – 12:00 pm (4.5 hrs.)	All Courses Online	Office HNS 2103
12:30 pm – 2:30 pm (2.0 hrs.)	All Courses Online	Office HNS 2103
*2:30 pm - 3:30 pm (1 V-hr.)	All Courses Online	*Virtual Office

Total 7.5 hours

Tuesday

TIME	COURSE	ROOM
7:30 am – 12:00 pm (4.5 hrs.)	All Courses Online	Office HNS 2103
12:30 pm – 2:30 pm (2.0 hrs.)	All Courses Online	Office HNS 2103
*2:30 pm - 3:30 pm (1 V-hr.)	All Courses Online	*Virtual Office

Total 7.5 hours

Wednesday

TIME	COURSE	ROOM
7:30 am – 12:00 pm (4.5 hrs.)	All Courses Online	Office HNS 2103
12:30 pm – 2:30 pm (2.0 hrs.)	All Courses Online	Office HNS 2103
*2:30 pm - 3:30 pm (1 V-hr.)	All Courses Online	*Virtual Office

Total 7.5 hours

Thursday

TIME	COURSE	ROOM
7:30 am – 12:00 pm (4.5 hrs.)	All Courses Online	Office HNS 2103
12:30 pm – 2:30 pm (2.0 hrs.)	All Courses Online	Office HNS 2103
*2:30 pm - 3:30 pm (1 V-hr.)	All Courses Online	*Virtual Office

Total 7.5 hours

Friday

TIME	COURSE	ROOM
8:00 am – 12:00 pm (4 hrs.)	All Courses Online	Office HNS 2103
Total (4 hrs.)		

Preferred Contact Methods:

Rachel Weekly, MSTM, RHIT
1109 W. Panola St.
Carthage, TX 75633
903-693-1116
rweekly@panola.edu

Canvas Inbox for course-related questions:

Using your Canvas Messaging is the best method of contact.

Be sure to select the course for which you have a question and provide details of the specific assignment you are referring to.

Panola Email: rweekly@panola.edu

When you message me via Canvas, it will be copied to my Panola email. If you have questions outside of your coursework, please email me.

Carthage Campus Office Location: PSC 2103
See the Class and Office hours chart for more detailed times.
My office is in the Dr. Gregory Powell Science Center in Suite 2100.

Virtual Office Hours:

I will gladly schedule a Google Meeting or Zoom meeting with you. Just let me know when you are available when you Canvas message for coursework, email, or schedule via this link <https://calendly.com/rweekly-panolacollege/30min>

(Note: The virtual office hours are subject to student needs. I am flexible when necessary but not after 8 pm or before 8 am.)

Phone contacts for MA/HIT:

Rachel Weekly: 903-693-1116

MA Secretary:

Yvette Royal: 903-694-4026

HIT Secretary:

Kelley Hammond: 903-903-694-4524

Other

- Courses conducted via video conferencing may be recorded and shared for instructional purposes by the instructor.
- For current texts and materials, use the following link to access bookstore listings: <https://www.panolacollegestore.com>.
- For testing services, use the following link: <https://www.panola.edu/student-services/student-support/academic-testing-center>.
- If any student in this class has special classroom or testing needs because of a physical learning or emotional condition, please contact the ADA Student Coordinator in Support Services located in the Charles C. Matthews Student Center or go to <https://www.panola.edu/studentservices/student-support/disability-support-services> for more information.
- Withdrawing from a course is the student's responsibility. Students who do not attend class and who do not withdraw will receive the grade earned for the course.
- Student Handbook: <https://www.panola.edu/> (located on at the bottom under student)

SCANS Criteria

1. Foundation skills are defined in three areas: basic skills, thinking skills, and personal qualities.
 - a. Basic Skills: A worker must read, write, perform arithmetic and mathematical operations, listen, and speak effectively. These skills include:
 - i. Reading: locate, understand, and interpret written information in prose and in documents such as manuals, graphs, and schedules.
 - ii. Writing: communicate thoughts, ideas, information, and messages in writing, and create documents such as letters, directions, manuals, reports, graphs, and flow charts.
 - iii. Arithmetic and Mathematical Operations: perform basic computations and approach practical problems by choosing appropriately from a variety of mathematical techniques.
 - iv. Listening: receive, attend to, interpret, and respond to verbal messages and other cues.
 - v. Speaking: Organize ideas and communicate orally.
 - b. Thinking Skills: A worker must think creatively, make decisions, solve problems, visualize, know how to learn, and reason effectively. These skills include:
 - i. Creative Thinking: generate new ideas.
 - ii. Decision Making: specify goals and constraints, generate alternatives, consider risks, and evaluate and choose the best alternative.
 - iii. Problem Solving: recognize problems and devise and implement plan of action.
 - iv. Visualize ("Seeing Things in the Mind's Eye"): organize and process symbols, pictures, graphs, objects, and other information.
 - v. Knowing How to Learn: use efficient learning techniques to acquire and apply new knowledge and skills.

- vi. Reasoning: discover a rule or principle underlying the relationship between two or more objects and apply it when solving a problem.
- c. Personal Qualities: A worker must display responsibility, self-esteem, sociability, self management, integrity, and honesty.
 - i. Responsibility: exert a high level of effort and persevere toward goal attainment.
 - ii. Self-Esteem: believe in one's own self-worth and maintain a positive view of oneself.
 - iii. Sociability: demonstrate understanding, friendliness, adaptability, empathy, and politeness in group settings.
 - iv. Self-Management: assess oneself accurately, set personal goals, monitor progress, and exhibit self-control.
 - v. Integrity and Honesty: choose ethical courses of action.
- 2. Workplace competencies are defined in five areas: resources, interpersonal skills, information, systems, and technology.
 - a. Resources: A worker must identify, organize, plan, and allocate resources effectively.
 - i. Time: select goal-relevant activities, rank them, allocate time, and prepare and follow schedules.
 - ii. Money: Use or prepare budgets, make forecasts, keep records, and make adjustments to meet objectives.
 - iii. Material and Facilities: Acquire, store, allocate, and use materials or space efficiently. Examples: construct a decision timeline chart; use computer software to plan a project; prepare a budget; conduct a cost/benefits analysis; design an RFP process; write a job description; develop a staffing plan.
 - b. Interpersonal Skills: A worker must work with others effectively.
 - i. Participate as a Member of a Team: contribute to group effort.
 - ii. Teach Others New Skills.
 - iii. Serve Clients/Customers: work to satisfy customer's expectations.
 - iv. Exercise Leadership: communicate ideas to justify position, persuade and convince others, responsibly challenge existing procedures and policies.
 - v. Negotiate: work toward agreements involving exchange of resources, resolve divergent interests.
 - vi. Work with Diversity: work well with men and women from diverse backgrounds. Examples: collaborate with a group member to solve a problem; work through a group conflict situation, train a colleague; deal with a dissatisfied customer in person; select and use appropriate leadership styles; use effective delegation techniques; conduct an individual or team negotiation; demonstrate an understanding of how people from different cultural backgrounds might behave in various situations.
 - c. Information: A worker must be able to acquire and use information.
 - i. Acquire and Evaluate Information.
 - ii. Organize and Maintain Information.
 - iii. Interpret and Communicate Information.
 - iv. Use Computers to Process Information. Examples: research and collect data from various sources; develop a form to collect data; develop an inventory record-keeping system; produce a report using graphics; make an oral presentation using various media; use on-line computer databases to research a report; use a computer spreadsheet to develop a budget.
 - d. Systems: A worker must understand complex interrelationships.
 - i. Understand Systems: know how social, organizational, and technological systems work and operate effectively with them.
 - ii. Monitor and Correct Performance: distinguish trends, predict impacts on system operations, diagnose deviations in systems' performance and correct malfunctions.
 - iii. Improve or Design Systems: suggest modifications to existing systems and develop new or alternative systems to improve performance. Examples: draw and interpret an organizational chart; develop a monitoring process; choose a situation needing improvement, break it down, examine it, propose an improvement, and implement it.
 - e. Technology: A worker must be able to work with a variety of technologies.
 - i. Select Technology: choose procedures, tools or equipment including computers and related technologies.

- ii. **Apply Technologies to Task:** understand overall intent and proper procedures for setup and operation of equipment.
- iii. **Maintain and Troubleshoot Equipment:** Prevent, identify, or solve problems with equipment, including computers and other technologies. Examples: read equipment descriptions and technical specifications to select equipment to meet needs; set up and assemble appropriate equipment from instructions; read and follow directions for troubleshooting and repairing equipment.