



OWENS
COMMUNITY COLLEGE

Course Syllabus
SEMESTER
School of Nursing and Health Professions

Course Name:	Clinical Classification Systems II
Course & Section Number:	HIT 241
Meeting Day(s) & Time(s):	3 (Lecture 2, Lab 3)
Credits:	3
Contact Hours:	3
Textbook:	American Medical Association. CPT Professional Edition 2025. Ingenix Publishing Company (code book) 2025 HCPCS Level II, (Code book) by Carol J. Buck, Saunders Buck, Carol J. <u>Step-By-Step Medical Coding 2025 Edition – Textbook and User Guide, & Access Code 2025</u> . Published by W. B. Saunders. Supplemental Text: (Optional- You can Access ICD-10-CM through 3M) ICD-10-CM Code Books. Ingenix Publishing Company.
Instructor's Name: *	
Office Hours & Location:	
OCC Phone:	
OCC Email:**	

*Please call me (name); it is my preferred name.

**Please use only Owens email for course communications.

Catalog Description: Introduces theories, concepts and applications of CPT Coding and its relationship to the Centers for Medicare and Medicaid Service's Healthcare Common Procedural Coding System.

Prerequisites/Co-Requisites: BIO 212, HIT 102, HIT 125, HIT 231, HIT 233, HIT 236

Current Textbooks, Materials, Equipment (software/hardware requirements):

American Medical Association. CPT Professional Edition 2025. Ingenix Publishing Company (code book)

2025 HCPCS Level II, (Code book) by Carol J. Buck, Saunders

Buck, Carol J. Step-By-Step Medical Coding 2025 Edition – Textbook and User Guide, & Access Code 2025. Published by W. B. Saunders.

Supplemental Text: (Optional- You can Access ICD-10-CM through 3M)

ICD-10-CM Code Books. Ingenix Publishing Company.

General Information

For information on FERPA, Cheating and Plagiarism, Assessment of Student Learning Outcomes and Student Code of Conduct, please refer to the appropriate section of the current Owens Community College Catalog online.

What You Will Learn in the Course

Course Objectives:

Course Objective: This course will...
1. Explain the rules, basic principles and conventions of the CPT coding system in order to correctly assign codes for the billing of physician and facility services.
2. Describe the format and organization of the CPT classification system.
3. Describe the conventions and guidelines used in CPT coding.
4. Illustrate HCPCS Levels I and II.

Student Learning Outcomes: The student will...

Domain I. Data Structure, Content, and Information Governance
I.5 Explain the use of classification systems, clinical vocabularies, and nomenclatures
Domain IV. Revenue Cycle Management
IV.1 Validate assignment of diagnostic and procedural codes and groupings in accordance with official guidelines
IV.1 (RM ONLY) Determine diagnosis and procedure codes according to official guidelines

Academic Support

Disability Services Resource Center: If you have a disability or acquire one, you may be entitled to receive reasonable accommodations intended to assure you an equal opportunity to participate in and benefit from the program. To receive more information or to register for

accommodations, please contact the Disability Resource Center at 567-661-7007, email disability@owens.edu, visit <https://www.owens.edu/disability/>, or stop by College Hall 124.

Tutoring Services: Owens Community College offers academic tutoring and assistance in a variety of subjects including: accounting, computing, economics, mathematics, science, and writing. For more information go to: <https://www.owens.edu/successcenters/>.

Counseling Services: Counseling Services provides assistance to students experiencing personal, educational, interpersonal/relationship, family, social, or psychological difficulties. If you feel you may benefit from this service, please contact them at counselingservices@owens.edu. More information is at <https://www.owens.edu/counseling/>.

Campus and Community Connections: The Center for Campus and Community Connections (College Hall 123) is a walk-in office created to provide retention support through resource stability initiatives and community connections. Go here for more information: <https://www.owens.edu/connection/> or contact connections@owens.edu

Owens Library: The Owens Library offers two locations (Toledo and Findlay) as well as online resources. For more information visit <https://www.owens.edu/library/>.

Students can find more information on campus resources, student support, student life, and security at this [link](#).

General Information

Student Code of Conduct: All students are expected to follow Owens Community College's Student Code of Conduct, which includes academic honesty, encompassing plagiarism. See the Board Policy for more information.

Anti-Discrimination and Harassment & Title IX/Sexual Misconduct: All students, faculty, and staff are expected to follow Owens Community College's Anti-Discrimination and Harassment Policy and the College's Title IX Policy/Sexual Misconduct Procedures and Guidelines. The College strictly prohibits and will not tolerate harassment, discrimination, intimidation, or hostile/offensive working or learning environments.

Religious Accommodations: A student seeking an accommodation for an absence permitted under Ohio's Testing Your Faith Act must provide the instructor with a written email notice with the specific dates for an absence, and must do so not later than fourteen (14) days after the first day of instruction. Alternative accommodations are not retroactive, and no academic penalty will be imposed for an absence under the policy*. The request for an alternative accommodation will be kept confidential. Students with questions about a religious accommodation under Ohio's Testing your Faith Act may contact the College's Office of Academic Affairs: provost@owens.edu. The policy may be found on the Owens website: [3358:11-2-63 Accommodation for a Student Absence for the Observance of Religious Beliefs and Practices Policy](#)

Document Collection: Throughout the semester, your instructors may ask for a variety of assignments including tests and/or quizzes for student learning of institutional general education

competencies or program assessment. Please save all your class materials until the end of the semester.

Classroom Admittance: OCC classes shall only be attended by the officially registered OCC students or perspective students, instructor of record, guest lecturer, or substitute. Visitors are not permitted to be in the classroom and should not be invited to attend or participate in the class. See [FERPA](#) regulations for more information.

Use of AI Tools: This course permits you to use artificial intelligence (AI) tools, such as chatbots, text generators, paraphraser, summarizers, or solvers, to get guidance on assignments, as long as you do so in an ethical and responsible manner. Essentially, you can think of these tools as ways to help you learn but not to entirely create work for assignments like discussion board posts, essays, presentation slides, and so on. AI is more like your tutor or TA, not a replacement for your independent thinking.

This means that you must:

- Not use AI tools to replace your own thinking or analysis or to avoid engaging with the course content.
- Cite or explain any AI tools you use. Provide the name of the AI tool, the date of access, the URL of the interface, and the specific prompt or query you used to generate the output.
- Be transparent and honest about how you used the AI tool and how it contributed to your assignment. Explain what you learned from the AI tool, how you verified its accuracy and reliability, how you integrated its output with your own work, and how you acknowledged its limitations and biases.

You are accountable for any mistakes or errors made by the AI tool. Always check and edit the output before submitting your work. If you discover any inaccuracies or inconsistencies in the output after submission, notify the instructor immediately and correct them as soon as possible. Using AI tools in an unethical or irresponsible manner, such as copying or paraphrasing the output without citation or transparency, using the output as your own work without verification or integration, or using the output to misrepresent your knowledge or skills, is considered a form of academic dishonesty and will result in a zero grade for the assignment and possible disciplinary action. If you have any questions about what constitutes ethical and responsible use of AI tools, please consult with the instructor **before** submitting your work.

NOTE: Some instructors will also list specific acceptable and unacceptable uses or include a statement like “All written assignments, projects, and exams must be completed independently.”

Student Responsibilities & Instructor Expectations

Student Responsibilities:

- To e-mail the instructor immediately with any questions regarding class procedure, assignments, or grades.
- To view the class on-line regularly (at least every other day, if not every day). A student who does not attend regularly may experience considerable difficulty. Regular attendance is essential in this class.
- It is your responsibility to learn of any announcements concerning assignments or changes from the syllabus.

Student Attendance:

Attendance in the core HIT classes is critical to the success of the student accomplishing the objectives of the course.

Makeup Work: It is up to the instructor's discretion.

Students may request to make up missed coursework due to legitimate circumstances, including illness, emergencies, bereavement, military service, court obligations, or disability accommodations. Advance notice and documentation may be required. Title IX-related situations (e.g., pregnancy, parenting, sexual misconduct) are also covered and do not require documentation from the student.

Students should notify the instructor as early as possible and submit makeup work by the agreed-upon deadline. Instructors will determine appropriate and reasonable accommodations, though students who miss more than 25% of the course may not be eligible to make up work.

HIT program students should note that stricter requirements may apply for labs, clinicals, or accreditation-related activities.

For full policy details or to appeal a decision, refer to the Owens Grade Appeal Policy.

Responding to E-mail

In a web course, e-mail becomes a very important means of communication. I am not always online, but will try to respond to your messages as quickly as possible. Here are some general guidelines for my e-mail response time:

- Monday through Thursday: Within **24** hours
- Friday, Saturday, and Sunday: Within **48** hours

Disciplinary Action

Please refer to your program handbook for specific information.

Classroom admittance

OCC classes (e.g., traditional, land-based, laboratory, hybrid, asynchronous online, synchronous online, etc.) shall only be attended by the officially registered OCC students, instructor of record, guest lecturer, or substitute. Visitors are not permitted in the classroom and should not be invited to attend or participate in the class. See FERPA for specifics.

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Late Assignments:

NO late assignments will be accepted. Exceptions will be considered for extreme circumstances.

ON-LINE COURSES:

Technical Support: If you have technical problems with this web course, please contact the Owens Help Desk at 1-800-GO-OWENS ext. 7120. You can also obtain additional support from the e-Learning Office at extension 7309.

Grading Scale:

93-100%	=	A
85-92%	=	B
75-84%	=	C
60-74%	=	D

0-59% = F

Grade Distribution:

Discussion Board	10%
Chapter Exams	25%
Chapter Review	25%
Modifier Tables	10%
Final Exam	30%
	100%

Calendar for this course is posted on-line (Bb)

Make Up Exams/Assignments

No make-ups are allowed!

Assignment Calendar

All Assignments are due by the due date listed in Blackboard

Week	Topic	Homework Assignments
1	Lecture: Chapter 8: Introduction to CPT Chapter 9: Introduction to Level II National Codes (HCPCS)	-Review Syllabus -Complete Chapter Exercises for practice only -Discussion Board Post(s) -Review CPT Assistant in 3M (CPT Assist is to CPT as Coding Clinic is to ICD-10) -Sign-up to be a NWOHMA member (Free for Students) - Complete Chapter Reviews - Complete Chapter Test(s)
2	Lecture: Chapter 10: Modifiers	-Complete Chapter Exercises for practice only -Discussion Board Post(s) - Complete Chapter Review -Complete Modifier Table - Complete Chapter Test(s)
3	Lecture: Chapter 11: Evaluation and Management (E/M) Services Review 1995 and 1997 Documentation Guidelines for E&M Services posted in Blackboard	-Complete Chapter Exercises for practice only -Discussion Board Post(s) - Complete Chapter Review - Complete Chapter Test(s) Sign-up to be a NWOHMA member if you still have not. (Free for Students)

4	Lecture: Chapter 12: Anesthesia	-Complete Chapter Exercises for practice only -Discussion Board Post(s) - Complete Chapter Review - Complete Chapter Test(s)
5	Lecture: Chapter 13: Surgery Guidelines and General Surgery	-Complete Chapter Exercises for practice only -Discussion Board Post(s) - Complete Chapter Review - Complete Chapter Test(s)
Week	Topic	Homework Assignments
6	Lecture: Chapter 14: Integumentary System	-Complete Chapter Exercises for practice only -Discussion Board Post(s) - Complete Chapter Review - Complete Chapter Test(s)
7	Lecture: Chapter 15: Musculoskeletal System	-Complete Chapter Exercises for practice only -Discussion Board Post(s) - Complete Chapter Review - Complete Chapter Test(s)
8	Lecture: Chapter 16: Respiratory System	-Complete Chapter Exercises for practice only -Discussion Board Post(s) - Complete Chapter Review - Complete Chapter Test(s)
9	Lecture: Chapter 17: Cardiovascular System	-Complete Chapter Exercises for practice only -Discussion Board Post(s) - Complete Chapter Review - Complete Chapter Test(s)
10	Lecture: Chapter 18: Hemic, Lymphatic, Mediastinum, and Diaphragm Chapter 19: Digestive System	-Complete Chapter Exercises for practice only -Discussion Board Post(s) - Complete Chapter Review - Complete Chapter Test(s)

11	Lecture: Chapter 20: Urinary and Male Genital Systems Chapter 21: Reproductive, Intersex Surgery, Female Genital System, and Maternity Care and Delivery	-Complete Chapter Exercises for practice only -Discussion Board Post(s) - Complete Chapter Review - Complete Chapter Test(s)
12	Lecture: Chapter 22: Endocrine and Nervous Systems	-Complete Chapter Exercises for practice only -Discussion Board Post(s) - Complete Chapter Review - Complete Chapter Test(s)
Week	Topic	Homework Assignments
13	Lecture: Chapter 23: Eye, Ocular Adnexa, Auditory, and Operating Microscope Lecture: Chapter 24: Radiology	-Complete Chapter Exercises for practice only -Discussion Board Post(s) - Complete Chapter Review - Complete Chapter Test(s)
14	HOLIDAY IF NEEDED	
15	Lecture: Chapter 25: Pathology/ Laboratory Chapter 26: Medicine	-Complete Chapter Exercises for practice only -Discussion Board Post(s) - Complete Chapter Review - Complete Chapter Test(s) -Study for Final Exam
Week 16 1	DATE-Final Exam	

Disclaimer: "The instructor reserves the right to amend this syllabus as deemed necessary and will communicate such amendment to the students in the course."