NORTHEAST TEXAS COMMUNITY COLLEGE

Ambulatory Coding

HITT 1342 088
Spring 2026

COURSE SYLLABUS

Instructor	Shannon Peoples
Classroom	Online
Office	Online
Telephone:	(903) 575-7447 (text messages preferred)
Email:	speoples@ntcc.edu
Credit Hours	3 hours
Course Start Date	January 20th
Course End Date	May 8th
Last Day to Withdraw	April 16th

Course Description

This course places emphasis on the fundamentals of ambulatory coding rules, conventions, and guidelines.

Required Text:

- ***Understanding Current Procedural Terminology and HCPCS Coding Systems (7th ed.). Bowie, M.J. Cengage:2021***

- ***Online access for MindTap: Included with tuition***

Course Learning Objectives

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

- Apply nomenclatures and classification systems and assign codes for current procedural coding (CPT).

Course Policies:

To ensure you have all key information available to you off-line, it is highly recommended that you print the student syllabus and course calendar for your reference.

Attendance:

This is an online course – there is no on-campus attendance for this course. Attendance is not recorded for this class. It is recommended that you log-on to your classroom at least twice daily to ensure you are aware of announcements, assignments, discussions, and testing. The course week begins on Monday at 12:01am and ends on Sunday at 12:00 midnight. Days of the week correspond as follows:

Monday – Day 1
Tuesday – Day 2
Wednesday – Day 3
Thursday – Day 4
Friday – Day 5
Saturday – Day 6
Sunday – Day 7

Instructional Methods and Tools:

The instructional methods and tools are tied to the course and chapter learning objectives by allowing the student to research, discover, and perform the differing educational exercises within the MindTap Learning Platform and class discussion forums. This course uses the following tools to aid students in successfully achieving the learning objectives in this course:

1. The MindTap Learning Platform will be used for the majority of assignments in this course. The platform contains different learning tools that include videos, homework assignments, learning labs, tests and quizes, and simulated claim scenarios.
2. Weekly discussion questions.
3. Additional articles, lectures, and video demonstrations supplied by the instructor.

Evaluation and Grading Criteria:

Exams will be given each week and will cover information contained in your text, class discussions, MindTap learning tools, and any additional materials given by the instructor. If there is an alteration in the class calendar, the change will be announced in the "announcements" section of Blackboard. Late work is only accepted at the instructor's discretion for extenuating circumstances. Please contact me as soon as possible if this applies. All assignment due dates are listed in the course calendar and under the description of the actual assignment. If you have a conflict with the date, it is your responsibility to contact me in advance of the due date to make arrangements for alternate submission. Failure to do so will result in a grade of zero for the assignment. **It is your responsibility to ensure that your assignments are submitted on or before the due date. Technology issues are not valid reasons for missing deadlines**. Please ensure that your computers are updated with current software and compatible with the Cengage's MindTap Learning Platform . A link to the MindTap System Requirements is in the Start Here module of the course. Course weeks close on Day 7 (Sunday) at 11:59pm.

The instructor will **not** drop a student from the course rolls for any reason. If a student decides not to complete the course, it is the **responsibility of the student** to officially drop the course through the Registrar's office. Failure to do so will result in an "F" being awarded in the course.

Grade Policy

Discussion Questions	25%
Coding Exercises & Quizzes	35%
Final Comprehensive Exam	40%

Grading Scale:

The grading scale of all graded activities combined will be the following

90% - 100%	**=**	**A**
89% - 80%	**=**	**B**
79% - 75%	**=**	**C**
Below 75%	**=**	**F**

A minimum of a "C" is required to pass this course.

Drop Policy: The last day to drop with a grade of "W" is Thursday, **April 16, 2026.**

Grades will be posted online under the "Gradebook" tab in Blackboard. Grades will be posted no later than day 7 of the following week in which the assignment was due. For example, if your assignment was due in Week 3, you will receive grades on that assignment by Day 7 of Week 4. MindTap grades will automatically be posted to your grade book after you have submitted the assignment. I will review tests and worksheet assignments for grading errors and will award credit for answers that are correct. Please feel free to contact me with any questions concerning your grades.

I will log in to the course at least 3 times during the week to monitor the weekly **Discussions**. Feedback will be provided in the **Discussion** area and/or in the **Announcements** area. Requests for more specific feedback may be made in the **Discussion** area or in the **Ask the Instructor** area. I may occasionally comment or ask additional questions in the discussion forum to help guide conversation, but I will not reply to all posts. If you feel you are not receiving enough personal feedback, you are strongly encouraged to contact me and ask for more specific feedback via email.

Academic Dishonesty

Academic dishonesty is considered an act of cheating. Each student has a responsibility to follow the college policies regarding academic dishonesty which are found on page 86 in the Northeast Texas Community College General Catalog. Please see my letter regarding Academic Integrity found on Blackboard under **"Start Course Here"**

Any student found guilty of academic dishonesty, the issue will be dealt with per NTCC's policies and may receive a grade of "0" for that assignment. A second violation will result in failure of the course.

Online Communication:

Since this is online course and we do not interact face-to-face, <u>good communication within the online environment is essential.</u> Please read "The Core Rules of Netiquette" posted under **"Start Course Here."**

If you have any questions regarding course content or questions related specifically to the class, please post them in the **"Ask the Instructor Forum"** posted under **"Start Course Here" or "DISCUSSIONS."** Please take advantage of this forum as all students may benefit from the information. If you have a personal question or situation, please email me directly. I make it a policy to answer all emails within 24 hours except on weekends, when it may be the following Monday. If I do not respond within this time frame, please text me as I may not have seen your email. If for any reason I will be unavailable during the semester, I will post the information under the "**Announcements**" tab of the course. I will also use this space to you of any changes to the weekly assignments or any other updates.

It is important to always check your **NTCC E-mail, the Discussion** area, **Announcements**, and the **Ask the Instructor** area **each time** you check into the classroom. One of your classmates may have offered feedback or insight that will be helpful to you, or I may have provided important information or instructions to assist you in your work.

Private e-mailing between student and instructor via the **NTCC e-mail** should only be used for personal, confidential situations. Any communication regarding a personal matter should be sent directly to the instructor via e-mail. No communications of a private or personal matter should be posted in the public spaces of the classroom.

Please feel free to use the Class Biography forum to initiate and participate in conversations not directly related to the course. This is an excellent opportunity to get to know other students and build a learning community.

Course Navigation:
Please ensure that you navigate through the entire course, so you are aware of the location of course materials, email, gradebook, etc. <u>It is your responsibility </u>to ensure your knowledge of the Blackboard system. If you have any questions, please post in the "**Ask the Instructor Forum**," or you can contact NTCC's Tech Support.

Internet Connection Issues:
Since this course is delivered in an online format, please ensure that you have the proper computer and Internet set-up. <u>There are no excuses for not submitting assignments due to technology issues</u>. If you have issues regarding connectivity, please contact NTCC's Tech Support for help. If you have issues with navigating through the

Blackboard system, please use the Student Support page in the *Start Course Here* module of the course.

Course Materials and Assignments:
Along with your textbooks for this course, additional course materials located within the MindTap platform are available as educational resources. You are also expected to use the Internet for additional research to enhance your discussions and assignments. There are several types of assignments that will be required to be completed during this course.

Discussion Questions (DQs): You will have one DQ due each week. Your initial response to the DQ is due by Day 3 (minimum word count of 50 words). You are required to respond to at least one of your peers by Day 7 as this is an open forum and we often learn from each other's posts. I expect your posts to be **researched,** insightful, and **add value** to the discussion. Please note that I grade on grammar, spelling, citation and referencing, and punctuation as correct use of written communication is important. I also require that you cite and reference your information on **ALL** posts. I have posted basic information for use of APA formatting under the "Start Course Here" tab.

Your responses must be paraphrased in your own words. DO NOT COPY/PASTE from the textbook or the internet as this is plagiarism. Please see the section regarding "Academic Dishonesty". Remember: Paraphrased material and material from the textbook must still be cited in your references as well.

MindTap Assignments: All of the following assignments are performed through the MindTap Learning Platform and are due by Day 7 of each week:

Coding Exercises and Case Studies: Due by Day 7 of each week.

Chapter Quizzes: Due by Day 7 of each week.

Reminder: There are no make-up opportunities for any activities or assignments, and I do not accept late work **unless prior arrangements have been made**.

Final Comprehensive Exam: This test will be administered in the last week of class and will not be available before the last week of class. Additional information regarding the final will be posted before the final week of class. **There is absolutely NO MAKE-UP for the final exam.**

APA (American Psychological Association) Format: APA is a specific format that is a guideline for every aspect of writing, from determining authorship to constructing a table to avoiding plagiarism and constructing accurate reference citations. This format must be adhered to for all writing assignments to avoid plagiarizing your written material including discussion questions and peer responses. If you are unfamiliar with APA formatting, I have provided an Internet link on the **"Start Course Here"** page for reference.

ADA Statement

It is the policy of Northeast Texas Community College to provide reasonable accommodation for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a college counselor to obtain a Request for Accommodations form. For more information, please refer to the Northeast Texas Community College Catalog or Student Handbook or you can contact the Coordinator of Special Populations at 903-434-8202, or visit the website:
http://www.ntcc.edu/index.php?module=Pagesetter&func=viewpub&tid=111&pid=1

Tobacco Use

If you come to NTCC's campus, the use of tobacco products including smokeless tobacco, smoking tobacco, electronic cigarettes, and any legal smoking preparation is prohibited in all College buildings, enclosed facilities, inner campus, and College owned vehicles.

Tobacco use is prohibited in:
1. All enclosed buildings and facilities, including but not limited to classrooms, offices, food service areas, lavatories and residence halls
2. All exterior areas in the inner campus and parking lots.
3. All college owned vehicles.

Tobacco use is permitted in:
1. Personal vehicles
2. Designated smoking huts on the west side of campus.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred as considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Chapter Objectives

Chapter 1
- Define key terms related to the chapter
- Explain the purpose, development, organization, format, and content of CPT
- Identify and discuss the symbols used in CPT coding.
- Outline the six main sections of CPT
- Differentiate between HCPCS level I and level II codes

Chapter 2
- Define key terms related to the chapter
- Explain the purpose of modifiers and how they are used for various procedures and service locations
- Differentiate between CPT level I modifiers and HCPCS level II modifiers
- Explain how modifiers are used for hospital outpatient services

Chapter 3
- Define key terms related to the chapter
- Explain the purpose of Evaluation and Management (E&M) codes
- Describe documentation needed to justify the selection of E&M codes
- Differentiate between new and established patient
- Describe chapter-specific guidelines for E&M coding

Chapter 5
- Define key terms related to the chapter
- Explain the organization, format, and content for the CPT integumentary section
- Explain the services included in a bundled surgical package
- Describe the use of National Correct Coding initiative in regard to coding
- Assign CPT codes from the Integumentary System subsection
- Add CPT and/or HCPCS level II modifiers to codes, as appropriate

Chapter 6
- Define key terms related to the chapter
- Explain the organization, format, and content of the CPT Musculoskeletal System subsection
- Define abbreviations related to the musculoskeletal system
- Identify and define the types of fracture and dislocation treatments and fixation devices
- List the types of repairs, revisions, and reconstruction procedures performed on the musculoskeletal system
- Assign CPT codes from the Musculoskeletal System subsections
- Add CPT and/or HCPCS level II modifiers to codes, as appropriate

Chapter 7
- Define key terms related to the chapter
- Explain the organization, format, and content of the CPT respiratory system subsections

- Discuss the types of endoscopies performed on the respiratory system
- Discuss the three components of lung transplantation
- Assign CPT codes from the respiratory system subsections
- Add CPT and/or HCPCS level II modifiers to codes, as appropriate

Chapter 8
- Define key terms related to the chapter
- Explain the organization, format, and content of the CPT cardiovascular system subsections
- Differentiate between procedures performed on the heart and those performed on the vessels within the vascular system
- Assign CPT codes from the cardiovascular ystem subsections
- Add CPT and/or HCPCS level II modifiers to codes, as appropriate

Chapter 9
- Define key terms related to the chapter
- Explain the organization, format, and content of the CPT hemic and lymphatic system subsections
- Differentiate between autologous bone marrow transplantation and allogenic bone marrow transplantation
- List the four major lymph node area concentrations
- Assign CPT codes from the hemic and lymphatic system subsections
- Add CPT and/or HCPCS level II modifiers to codes, as appropriate

Chapter 10
- Define key terms related to the chapter
- Explain the organization, format, and content of the CPT mediastinum and diaphragm subsections
- Discuss the procedures performed on the mediastinum and diaphragm
- Assign CPT surgery codes from the mediastinum and diaphragm subsections
- Add CPT and/or HCPCS level II modifiers to codes, as appropriate

Chapter 11
- Define key terms related to the chapter
- Explain the organization, format, and content of the CPT digestive system subsections
- Discuss the differences between an open procedure and an endoscopic procedure
- Assign CPT codes from the digestive system subsections
- Add CPT and/or HCPCS level II modifiers to codes, as appropriate

Chapter 12
- Define key terms related to the chapter
- Explain the organization, format, and content of the CPT urinary system subsections
- Define abbreviations associated with the urinary system

- Identify whether a procedure was completed endoscopically or open
- Assign CPT codes from the urinary system subsections
- Add CPT and/or HCPCS level II modifiers to codes, as appropriate

Chapter 13
- Define key terms related to the chapter
- Explain the organization, format, and content of the CPT male genital system subsections
- Define abbreviations associated with the male genital system
- Identify pathologies and injuries of the male genital organs
- Assign CPT codes from the male genital system subsections
- Add CPT and/or HCPCS level II modifiers to codes, as appropriate

Chapter 14
- Define key terms related to the chapter
- Explain the organization, format, and content of the CPT female genital system subsections
- Define abbreviations associated with the female genital system
- Identify procedures completed on the structure of the female genital system
- Assign CPT codes from the female genital system subsections
- Add CPT and/or HCPCS level II modifiers to codes, as appropriate

Chapter 15
- Define key terms related to the chapter
- Explain the organization, format, and content of the CPT maternity care and delivery subsections
- Define abbreviations associated with maternity care and delivery
- Assign CPT codes from the maternity care and delivery subsections
- Add CPT and/or HCPCS level II modifiers to codes, as appropriate

Chapter 16
- Define key terms related to the chapter
- Explain the organization, format, and content of the CPT endocrine system subsections
- Identify procedures completed on the structure of the endocrine system
- Assign CPT codes from the endocrine system subsections
- Add CPT and/or HCPCS level II modifiers to codes, as appropriate

Chapter 17
- Define key terms related to the chapter
- Explain the organization, format, and content of the CPT nervous system subsections
- Identify procedures completed on the structure of the nervous system

- Explain the use of spinal injections
- Assign CPT codes from the nervous system subsections
- Add CPT and/or HCPCS level II modifiers to codes, as appropriate

Chapter 18
- Define key terms related to the chapter
- Explain the organization, format, and content of the CPT eye and ocular adnexa subsections
- Identify procedures completed on the structure of the eye and ocular adnexa
- Define abbreviations associated with the eye and ocular adnexa
- Assign CPT codes from the eye and ocular adnexa subsections
- Add CPT and/or HCPCS level II modifiers to codes, as appropriate

Chapter 19
- Define key terms related to the chapter
- Explain the organization, format, and content of the CPT auditory system and operating microscope subsections
- Identify procedures completed on the structure of the auditory system
- Explain the use of an operating microscope and when code 69990 should be reported
- Assign CPT codes from the auditory system and operating microscope subsections
- Add CPT and/or HCPCS level II modifiers to codes, as appropriate

Chapter 20
- Define key terms related to the chapter
- Explain the organization, format, and content of the CPT radiology subsections
- Identify procedures performed by a radiologist
- Locate radiologic procedures correctly
- Identify the differences between a diagnostic radiologic procedure and a therapeutic radiologic procedure
- Assign CPT codes from the radiology subsections
- Add CPT and/or HCPCS level II modifiers to codes, as appropriate

Chapter 21
- Define key terms related to the chapter
- Explain the organization, format, and content of the CPT pathology and laboratory subsections
- Identify common abbreviations used in laboratory testing
- Assign CPT codes from the pathology and laboratory subsections
- Add CPT and/or HCPCS level II modifiers to codes, as appropriate

Chapter 22
- Define key terms related to the chapter
- Explain the organization, format, and content of the CPT medicine subsections
- Assign CPT codes from the medicine subsections