



HITT 2435 Coding and Reimbursement Methodologies

Course Syllabus: Summer 2026

“Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed.”

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Weekday	Office Hours
Monday	Online- By Appointment
Tuesday	Online- By Appointment
Wednesday	Online- By Appointment
Thursday	Online- By Appointment
Friday	Online- By Appointment

This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.

Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.

Course Description:

This course consists of advanced coding techniques with emphasis on case studies, health records and federal regulations regarding prospective payment systems and methods of reimbursement.

Prerequisite(s): N/A

Student Learning Outcomes:

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

- Define key terms related to each chapter.
- Describe the content of each section of the ICD-10-CM Official Guidelines for Coding and Reporting
- Explain HIPAA's impact on the adherence to ICD-10-CM Official Guidelines for Coding and Reporting
- Explain and list differences among acute care inpatient settings
- List and explain the differences between outpatient and physician office health care settings
- Define and list HCPCS levels and their components
- Define and list the purpose of CPT codes and modifiers to cases.
- Explain the various types of reimbursement methodologies.
- Explain the general medical billing process.
- Explain the general adjudication process
- Identify and provide examples of third-party payers
- Explain aging reports.
- Explain the components of healthcare reform, as delineated in the Affordable Care Act.
- Complete the objectives for each chapter covered in this course.

Evaluation/Grading Policy:

The breakdown of the course requirements is as follows:

%	Requirement
25%	Discussions
35%	Weekly MindTap Assignments
45%	Capstone Final Coding Exam/Project

Semester grades will be earned as follows

Percentage	Letter Grade
90% and above	A
80%–89%	B
75%–79%	C
74% and below	F

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

All weekly coursework is due on Sunday (Day 7) at 11:59 p.m.

Grades will be posted online under the **Gradebook** tab in Blackboard. Grades will typically be posted within one week of the assignment due date. For example, if your assignment is due on Sunday (Day 7) of week 3, you should receive grades on that assignment by Sunday of Week 4.

I will log into the course several times throughout the week to monitor both the **Open Discussion Forum** and the **Weekly Discussion** thread. Feedback on your weekly discussions will be provided using the discussion rubric when your discussion participation is graded, and you can review this feedback when you check your grades for the weekly discussion assignments.

Quizzes will be given each week and will cover information contained in your text, class discussions, MindTap assignments, and any additional materials given by the instructor. If there is an alteration in the class calendar, there will be an **Announcement** posted in the Announcements section of BlackBoard. All assignment due dates are visible in the weekly learning modules. If you have a conflict with a due date, it is your responsibility to contact me **in advance** to plan for alternate submission! Failure to do so will result in a grade of **zero** for the missing assignment. It is **your** responsibility to ensure that your assignments are submitted on or before the due date! I understand that unforeseen circumstances, such as a hospitalization or the death of an immediate family member, may sometimes prevent you from submitting assignments by the due date. In these circumstances, please contact me as soon as possible

to arrange for an extension. Technology issues are not valid reasons for missing deadlines. Course weeks close on Day 7(Sunday) at 11:59pm.

Late Work is not accepted except in cases of unforeseen circumstances, such as a death in the immediate family, hospitalization, or other serious family emergencies. In these situations, please contact me as soon as possible to discuss the possibility of an extension. Technology issues are not considered a valid reason for missing assignment deadlines.

If you would like specific feedback regarding grades or assignments, please contact me via **NTCC Email** or through **Messages** in Blackboard. If you have a general question that may benefit the entire class, please post it in the **Open Discussion Forum** at the beginning of the course.

I strongly encourage and welcome your questions whenever you need further clarification on assignments, feedback, or course expectations.

Required Instructional Materials:

Textbook: *3-2-1 Code It! Green, M.A., Cengage. 10th ed.*
MindTap through Cengage (included with Textbook)

This course uses the following tools to aid students in successfully achieving the learning objectives in this course:

- 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, quick checks, and tests.
- **NHA study guide exercises** for preparation for the Certified Billing and Coding Specialist exam (coding students only)
- Additional articles, lectures, and video demonstrations supplied by the instructor.

Minimum Technology Requirements:

Students enrolled in this course should have regular access to the following technology resources to successfully participate in course activities and complete assignments in Blackboard:

- A reliable computer or laptop capable of accessing Blackboard and course materials
- A stable internet connection
- An updated web browser such as Google Chrome, Mozilla Firefox, Microsoft Edge, or Safari
- Microsoft Office or compatible software for creating and submitting documents (Word, PowerPoint, Excel, and PDF files)
- Access to NTCC Email and Blackboard Messages for course communication
- Speakers or headphones for viewing multimedia content, if applicable
- The ability to upload and download files within Blackboard

NTCC Computer Services recommends obtaining a Windows 11 PC with the following specifications:

1. i5 core processor
2. 8 GB of Ram
3. 256 GB solid state drive (SSD)

**** Chromebooks and tablets/mobile devices are not recommended for completing your class work. ****

If you have issues regarding connectivity, please contact NTCC's IT Helpdesk for help. Information regarding technology requirements can be found under the "**Technical Requirements and Course Navigation**" in the "START HERE" folder. If you have problems with connectivity, please contact NTCC tech support.

Required Computer Literacy Skills:

Students enrolled in this course should possess the following skills to successfully participate in and complete course requirements:

- Navigate and use the Blackboard Learn learning management system, including accessing course materials, announcements, grades, and assignments.
- Use NTCC email and course messaging tools to communicate with the instructor and classmates.
- Submit assignments electronically through Blackboard, including uploading files in commonly used formats such as Microsoft Word, PDF, or PowerPoint.
- Create, save, rename, organize, and locate electronic files on a computer or cloud-based storage system.
- Participate in online discussion forums by creating original discussion posts and replying to classmates.
- Use word processing software such as Microsoft Word (preferred) to create and format written assignments and papers.
- Apply basic formatting skills in written documents, including headings, spacing, margins, page numbers, citations, and file conversion to PDF when required.
- Conduct basic internet searches and access online academic resources.
- Download and install required software, web browsers, plugins, or applications when needed for course participation.
- Maintain reliable internet access and regularly monitor course announcements, feedback, and grades.
- Troubleshoot basic technical issues, such as browser compatibility, clearing cache/cookies, or restarting applications/devices when needed.

Course Navigation:

Please ensure that you navigate through the entire course, so you are aware of the location of course materials, email, gradebook, etc. It is your responsibility to be familiar with the Blackboard system. If you have any questions, please post them in the '**Ask the Instructor Forum,**' or contact **NTCC's Technical Support** using the link provided in the 'START COURSE HERE' folder.

Course Structure and Overview:

MindTap Assignments: There are several activities within the MindTap learning platform that will aid with completing the objectives for this course. Not all activities are counted toward your grade, but I would suggest that you complete them to help with the learning process. Those assignments that will count toward your course grade include:

Weekly Chapter Activities: There are Apply Yourself/Test Yourself exercises covering each of the assigned chapters found within the MindTap learning platform. All Apply Yourself/Test Yourself assigned for each week are due on Day 7 of each week at 11:59 pm.

Discussion Questions (DQs): You will have one DQ due each week that is worth 25 points. Grading is based on the **DQ Rubric** located in the "START COURSE HERE" module on the main content page of the course. Please post your initial response by Day 3 (Wednesday), and at least one peer response by

Day 7 (Sunday). You must post at least twice to receive full credit for participation. Minimum word count for your initial posting is 50 words and minimum word count for peer responses is 25 words.

Discussion posts should be thoughtful and engage with the content by offering insight or asking questions related to the topic. Posts are expected to be well-researched, add value to the discussion, and demonstrate critical thinking.

Please note that grading of written work will include evaluation of grammar, spelling, punctuation, and overall written communication. Proper use of citations and references is also required. Guidance on APA (preferred) formatting is available in the **START COURSE HERE** module; however, MLA formatting is also acceptable if you are more comfortable with it. **All discussion posts** must include appropriate cited and referenced material.

Final Capstone Coding Exam: The Certified Billing and Coding Specialist (CBCS) exam will be administered to **Coding Students** in the testing center at the end of the semester. Additional information regarding the coding exam will be posted toward the end of the term. This exam accounts for almost half of your grade in this course, so it is a requirement for receiving a passing grade. **Healthcare Management** students will submit a **final research paper** as their final exam for this course.

Medical Coding Students Only: Online Study Guides and Practice Tests for the CBCS exam are available through the NHA (National Health Career Association).

Communications:

Since this is an online course and we do not interact face-to-face, **good communication within the online environment is essential**. Please read the "Netiquette" information posted under **START COURSE HERE** module.

If you have any questions regarding the course content or questions related specifically to the class, please post them in the **Open Discussion Forum** at the beginning of the course. Please take advantage of this forum as all students may benefit from your insight.

If you have a personal question or situation, please email me directly. I make it a policy to answer all emails within **24 hours** of receipt of the email. If I do not respond to you in that time frame, you may call or text me. As with all electronic transfer of information (Internet connection issues), I may not have received your email, so please take that into consideration. I will also log into our classroom frequently each week. If for any reason I will be unavailable or need to update the class with any changes during the semester, I will post an announcement in Blackboard that will display the next time you enter the course. Blackboard will require you to read all announcements before moving forward.

It is important to always check your **Messages, Announcements**, and the **Open Discussion Forum** each time you check into the classroom. One of your classmates may have posted feedback or insights that are helpful to you, or I may have provided general information to assist you with your work. Private messaging and e-mailing between the student and instructor should only be used for personal, confidential situations. Any communication regarding a personal matter should be sent directly to the instructor via NTCC e-mail. No communications of a private or personal matter should be posted in the public spaces of the classroom.

You may also use the **Open Discussion Forum** to initiate and participate in conversations that are not directly related to the course. This is a great opportunity to get to know your classmates and exchange information, ideas, and insights with others.

Institutional/Course Policy:

Drop Policy: The last day to drop with a grade of "W" is **July 30, 2026**.

- The instructor will **not** drop students from the course rolls for any reason. If the 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.

Attendance:

This is an online course – there is no on-campus attendance for this course. Attendance is not recorded for this class, but it is recommended that you log-on to your classroom at least once daily to ensure you are aware of announcements, assignments, discussions, and testing. The course week begins on Monday (Day 1) at 12:01am and ends on Sunday (Day 7) at 12:00 midnight.

Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements:

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

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

Statement Regarding the Use of Artificial Intelligence (AI) Technology:

Employees and students shall be permitted to explore artificial intelligence (AI) and implement its use in and out of the classroom in accordance with policy and administrative regulations. The use of AI shall only be as a support tool to enhance student outcomes or as necessary to engage in research and shall never take the place of faculty, staff, and student decision-making. Any use of AI must comply with law, policy, and administrative regulations relating to student and employee privacy and data security. A student shall only use AI tools with faculty permission and shall be expected to produce original work and properly credit sources, including AI tools used in creating the work.

Example:

APA (7th edition)

OpenAI. (2026). ChatGPT (March 25 version) [Large language model]. <https://chat.openai.com/>

MLA (9th edition)

OpenAI. ChatGPT. 25 Mar. 2026, <https://chat.openai.com/>.

Employees or students who use AI tools to deceptively harm, bully, or harass others shall be disciplined in accordance with policy. [See DH, DIA series, FFD series, FFE, FLB, and the FM series] AI Use by Employees and Students. Northeast Texas Community College 225500 TECHNOLOGY RESOURCES CRB ARTIFICIAL INTELLIGENCE (LOCAL) DATE ISSUED: 12/8/2025 1 of 1 UPDATE 50 CRB(LOCAL)-AJC Adopted: 12/16/2025

NTCC Academic Honesty/Ethics Statement:

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC

Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

ADA Statement:

It is the policy of NTCC 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 accommodation as required to afford equal educational opportunity. It is the student's responsibility to request accommodation. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

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 are 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.

Tentative Course Schedule:

Week	Assignments & Activities	Start Date	Due Date
Week 1	<ul style="list-style-type: none"> • Read Chapter 2 • Class Introductions Discussion • Student Contract • Post to Week 1 Discussion* • Take Chapter 2 Quiz 	June 8 th	June 14 th
Week 2	<ul style="list-style-type: none"> • Read Chapter 5 • Post to Week 2 Discussion* • Take Chapter 5 Quiz 	June 15 th	June 21 st
Week 3	<ul style="list-style-type: none"> • Read Chapter 7 • Post to Week 3 Discussion* • Take Chapter 7 Quiz 	June 22 nd	June 28 th
Week 4	<ul style="list-style-type: none"> • Read Chapter 6 • Post to Week 4 Discussion* • Take Chapter 6 Quiz 	June 29 th	July 5 th
Week 5	<ul style="list-style-type: none"> • Read Chapter 8 • Post to Week 5 Discussion* • Take Chapter 8 Quiz 	July 6 th	July 12 th
Week 6	<ul style="list-style-type: none"> • Read Chapters 9 & 10 • Post to Week 6 Discussion* • Take Chapter 9 & Chapter 10 Quiz 	July 13 th	July 19 th
Week 7	<ul style="list-style-type: none"> • Read Assigned Articles • Post to Week 7 Discussion* 	July 20 th	July 26 th
Week 8	<ul style="list-style-type: none"> • Read Assigned Articles • Post to Week 8 Discussion* 	July 27 th	August 2 nd
Week 9	<p>Medical Coding Students</p> <ul style="list-style-type: none"> • CBCS Study Guide & Practice Exams <p>Healthcare Management Students</p> <ul style="list-style-type: none"> • Post to Week 9 Discussion* • Take Chapter 20 Quiz • Submit Final Written Paper 	August 3 rd	August 9 th
Week 10	<p>Medical Coding Students</p> <ul style="list-style-type: none"> • CBCS Study Guide & Practice Exams • Schedule CBCS Exam <p>Healthcare Management Students</p> <ul style="list-style-type: none"> • No other work! 	August 10 th	August 14 th

*See the Course Calendar and/or assignment instructions for more specific due dates.

Chapter Objectives

Chapter 2

1. Define key terms related to the introduction of ICD-10-CM coding and coding conventions.
2. Explain the purpose of assigning ICD-10-CM codes.
3. Locate main terms for diagnostic statements using the ICD-10-CM Index to Diseases and Injuries.
4. Assign diagnosis codes using the ICD-10-CM Index to Diseases and Injuries and the ICD-10-CM Tabular List of Diseases and Injuries.
5. Explain the purpose of ICD-10-CM official guidelines for coding and reporting.
6. Use general equivalence mappings (GEMs) as part of the ICD-9-CM legacy coding system.
7. Assign diagnosis codes according to ICD-10-CM coding conventions.
8. Assign diagnosis codes according to general ICD-10-CM diagnosis coding guidelines.

Chapter 5

1. Define key terms related to ICD-10-CM outpatient and physician office coding.
2. Explain the differences among outpatient and physician office health care settings.
3. Assign ICD-10-CM diagnosis codes according to outpatient coding and reporting guidelines.

Chapter 7

1. Define key terms related to ICD-10-CM and ICD-10-PCS inpatient hospital coding.
2. Explain the differences among acute care inpatient settings.
3. Interpret inpatient diagnosis coding guidelines when assigning ICD-10-CM codes.
4. Interpret inpatient procedure coding guidelines when assigning ICD-10-PCS codes.
5. Assign ICD-10-CM and ICD-10-PCS codes for acute care inpatient hospital cases.

Chapter 6

1. Define key terms related to the introduction of ICD-10-PCS coding, conventions, and guidelines.
2. Explain an overview of the ICD-10-PCS classification system.
3. Locate main terms for procedure statements using the ICD-10-PCS index.
4. Construct procedure codes using ICD-10-PCS tables.
5. Explain the intent of *ICD-10-PCS Official Guidelines for Coding and Reporting*.
6. Interpret ICD-10-PCS coding conventions to assign codes.
7. Interpret ICD-10-PCS section coding guidelines to assign codes.

Chapter 8

1. Define key terms related to HCPCS Level II coding.
2. Provide an overview of the use of HCPCS codes.
3. List the HCPCS Levels and their components.
4. Assign HCPCS Level II procedure and services codes for outpatient care.
5. Determine payer responsibility based on HCPCS Level II code assignment.

Chapter 9

1. Define key terms related to the introduction of CPT coding.
2. Identify key dates and events in the history of CPT.

3. Provide an overview of CPT.
4. Explain the organization of CPT.
5. Apply CPT index rules and conventions to identify main terms, subterms, qualifiers, cross-references, and code ranges.
6. Describe the types of codes included in each of the CPT appendices.
7. Interpret CPT symbols.
8. Summarize the contents of CPT sections, subsections, categories, and subcategories.
9. Add CPT modifiers to codes.
10. Describe how the National Correct Coding Initiative impacts CPT code assignment.

Chapter 10

1. Define key terms related to the CPT Evaluation and Management section.
2. Explain the organization of the CPT Evaluation and Management section.
3. Interpret CPT Evaluation and Management section guidelines.
4. Select CPT Evaluation and Management levels of service for documented patient care.
5. Assign CPT Evaluation and Management service codes and modifiers.

Chapter 20

1. Define key terms related to insurance and reimbursement.
2. Describe the types of third-party payers.
3. Describe the types of health care reimbursement systems, including payment systems, fee schedules, exclusions, case-mix analysis, severity of illness and intensity of services systems, physician documentation for medical necessity of Medicare Part A hospital inpatient admissions, and critical pathways.
4. Describe the impact of HIPAA on health care reimbursement related to health care access/portability/renewability, preventing health care fraud and abuse, administrative simplification, and medical liability reform.