



COC™ (CPC-H®) Preparation Course Syllabus **(Outpatient Hospital Facility Coding for COC Certification)**

Prerequisites: Knowledge of medical terminology and anatomy (or AAPC courses) strongly recommended.

Clock Hours: 80 (*Note:* 80 clock hours accounts only for time spent in the online course, and does not include time spent outside the course or study time. Study time will vary widely per individual.)

Course Length: To be completed at student's own pace within a 4-month period or less. Enrollment date begins at date of purchase. Monthly course extensions may be purchased.

Class Hours: Days/Times Per Week: Online course, independent self-study, no classroom meetings; student may login to course at their own time schedule, no specific login times. Students may email course content questions to coaching staff.

Certificate of Completion Issued: Yes

Course Description:

Understanding facility coding is vital when working in the hospital and ambulatory surgery center (ASC) settings. When coding in the outpatient facility setting, reimbursement is based not on professional services provided, but the resources used during the patient encounter. This course will cover coding fundamentals including CPT®, ICD-9-CM Volumes 1, 2, & 3, and HCPCS Level II coding, along with the Outpatient Prospective Payment System (OPPS) which is the payment method used by most payers in outpatient facilities. ICD-10-CM application and an introduction to ICD-10-PCS will also be discussed. This course is recommended for anyone who is preparing for a career in medical coding for an outpatient hospital/facility and ASC setting, and prepares the student for the AAPC's COC (CPC-H) certification examination.

Bonus for 2015: AAPC's ICD-10-CM General Code Set training will be offered to all students as a separate online training, recommended to be taken by each student after completion of the COC Preparation online course.

Course Objectives:

- Understand outpatient facilities and their departments including outpatient services at hospitals, teaching hospitals, critical access hospitals, ambulatory surgery centers (ASCs), and comprehensive outpatient rehabilitation facilities
- Navigate the business side of hospital outpatient services and ASCs
- Differentiate between inpatient and outpatient services and payment services (IPPS and OPPS)
- Understand the difference between MS-DRGs and APC assignments, and how those services are reported
- Review critical pieces in the billing and revenue cycle management process
- Develop an understanding of Compliance in the Outpatient Hospital Facility
- Discuss documentation and coding standards for outpatient facilities
- Code a wide variety of patient services using CPT®, HCPCS Level II, and ICD-9-CM coding guidelines

- Identify differences between ICD-9-CM and ICD-10-CM coding
- Apply coding and conventions when assigning diagnoses and procedure codes
- Understand the official ICD-9-CM coding guidelines
- Understand how clinic and ED visits and other evaluation and management services are reported in the facility setting
- Understand how modifiers are used in the outpatient facility setting
- Develop an understanding of how to code operative notes in the facility and how to code a wide variety of cases for the outpatient setting

Course Content:

- Outpatient Hospital Facilities and Departments
- Business in the Facility
- CMS Payment Systems (OPPS, DRG, IPPS, Revenue Codes)
- Facility Billing
- Compliance in the Outpatient Facility
- Documentation and Coding Standards
- Anatomy and Medical Terminology
- Introduction to ICD-9-CM Coding
- ICD-9-CM Coding Guidelines with ICD-10-CM Application
- ICD-9-CM Volume 3 with an introduction to ICD-10-PCS
- Introduction to CPT®, HCPCS Level II, Surgery Guidelines, and Modifiers for Facilities
- Evaluation and Management Services for Facilities
- Integumentary System
- Musculoskeletal System
- Respiratory, Hemic, and Lymphatic Systems
- Cardiovascular System
- Digestive System
- Urinary System and Male Genital System
- Female Reproductive System
- Endocrine and Nervous Systems
- Eye, Ocular Adnexa, and Auditory Systems
- Radiology
- Pathology and Laboratory
- Medicine
- Inpatient Coding Overview
- Midterm and Final Exam

Methods of Evaluation:

The instructional methods used include reading assignments, practice exercises and other assignments, audio/video lectures, chapter review exams, midterm, and final exam. To receive a certificate of completion, students must successfully complete the course within the allotted time frame of 4 months or less (monthly extensions may be purchased).

Successful course completion includes:

- An attempt of all required assignments
- A passing score of 70% or higher on all chapter review exams
- A passing score of 70% or higher on the midterm and final exams
- An overall final course score of 70% or higher

No reduced hours in the course or tuition discount for previous education or training will be granted. Completion of ICD-10-CM General Code Set Training is not required for the COC course certificate of completion, but is required to meet ICD-10 proficiency requirements for AAPC certified members.

Included Reading Material:

1. Medical Coding Training: COC™ 2015; AAPC; AAPC publisher (available online only in PDF format, no textbook will be issued with this course)

Required Code Books (Not Included):

1. CPT® Professional Edition (2015 year), AMA publisher
2. ICD-9-CM Volumes 1, 2, & 3 (2014 or 2015 year), any publisher
3. HCPCS Level II Professional (2015 year), any publisher
4. ICD-10-CM Draft Code Set (2014 or 2015 year), any publisher

Required code books may be purchased through AAPC or any major bookseller.

Supplemental Resources Referenced (Available Online):

All supplemental resources are located on the Centers for Medicare and Medicaid Services (CMS) website at: <http://www.cms.hhs.gov/center/hospital.asp> and <http://www.cms.gov/center/asc.asp>

1. Outpatient Prospective Payment System Final Rule-CMS-1613-FC
2. 1613-FC-Addenda
3. Revenue Codes to Cost Center Crosswalk
4. List of Pass Through Payments Device Category Codes

Recommended Textbooks/Supplies (Not Included):

1. Medical dictionary, any publisher

Computer Requirements: High-speed Internet connection with Blackboard supported Operating System & Web browser (see "Course Requirements tab: <https://www.aapc.com/training/cpc-h-online-medical-coding-training-course.aspx>); Adobe Flash Player; Adobe Acrobat Reader