



CPC® Preparation Course Syllabus

(Physician-Based Medical Coding for CPC 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:

The student will learn principles of medical coding related to the three main code books: CPT®, ICD-9-CM Volumes 1 & 2 and HCPCS Level II. In addition, the student will learn the differences between ICD-9-CM and ICD-10-CM coding. This course is recommended for anyone who is preparing for a career in medical coding for a physician's office and strongly recommended for anyone who is preparing for AAPC's CPC 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 CPC Preparation online course.

Course Objectives:

- Identify the purpose of the CPT®, ICD-9-CM Volumes 1 & 2, and HCPCS Level II code books
- Understand and apply the official ICD-9-CM coding guidelines
- Identify differences between ICD-9-CM and ICD-10-CM guidelines
- Apply coding conventions when assigning diagnoses and procedure codes
- Identify the information in appendices of the CPT® manual
- Explain the determination of the levels of E/M services
- Code a wide variety of patient services using CPT®, ICD-9-CM, and HCPCS Level II codes
- List the major features of HCPCS Level II Codes
- Provide practical application of coding operative reports and evaluation and management services

Course Content:

- The Business of Medicine
- Review of Anatomy
- Overview of ICD-9-CM with ICD-10-CM applications
- Applying the ICD-9-CM Guidelines with ICD-10-CM applications
- Accurate ICD-9-CM coding
- Introduction to CPT®, HCPCS Level II, and Modifiers
- Integumentary System
- Musculoskeletal System
- Respiratory System

- Cardiovascular System
- Hemic & Lymphatic Systems, Mediastinum, Diaphragm
- Digestive System
- Urinary System and Male Genital System
- Female Reproductive System and Maternity Care & Delivery
- Endocrine System and Nervous System
- Special Senses (Ocular and Auditory)
- Anesthesia
- Radiology
- Pathology & Laboratory
- Evaluation & Management Services
- Medicine
- Final Exam

Methods of Evaluation:

The instructional methods used include reading assignments, practice exercises and other assignments, audio/video lectures, chapter review exams, and a 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 exams
- A passing score of 70% or higher on the final exam
- 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 CPC course certificate of completion, but is required to meet ICD-10 proficiency requirements for AAPC certified members.

Included Textbooks:

1. 2015 Medical Coding Training: CPC®; AAPC; AAPC publisher;
ISBN-13: 978-1-626880-900
2. 2015 Medical Coding Training: Practical Application CPC®; AAPC; AAPC publisher;
ISBN-13: 978-1-626880-924

Required Code Books (Not Included):

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

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 at <http://www.aapc.com/training/cpc-online-medical-coding-training-course.aspx>); Adobe Flash Player; Adobe Acrobat Reader, PowerPoint Viewer