

AAPC - CPC-H[®] Preparation Course Syllabus

(Outpatient Hospital Facility Coding for CPC-H[®] Certification)

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

Clock Hours: 80

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

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 outpatient hospital facility coding is vital when working in the hospital setting. When coding in the hospital 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, HCPCS coding, along with the Outpatient Prospective Payment System (OPPS) which is the payment method used by most payers in the hospital outpatient facility. This course will not cover inpatient coding. This course is recommended for anyone who is preparing for a career in medical coding for an outpatient facility setting and strongly recommended for anyone who is preparing for the AAPC CPC-H[®] certification examination.

Course Objectives:

- Develop an understanding of Compliance in the Outpatient Hospital Facility
- Understand the Hospital facility operations including departments and cost centers
- Understand the Outpatient Prospective Payment System (OPPS) and how ancillary services are reported under this system
- Understand the difference between a CPT[®] code and an APC assignment and how services are reported
- Understand the meaning of Status Indicators
- Understand how clinic and ER visits are reported in the facility setting
- Understand how modifiers are used in the outpatient hospital setting
- Code a wide variety of patient services using CPT[®], HCPCS, and ICD-9-CM coding guidelines
- Apply coding and conventions when assigning diagnoses codes
- Understand the official ICD-9-CM coding principles
- 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:

- Compliance in the Outpatient Facility
- Anatomy and Medical Terminology
- Documentation and Coding Standards
- Diagnosis Coding for Outpatient Facilities, ICD-9-CM Vol. 1 & 2
- ICD-9-CM Volume 3
- Outpatient Hospital Facilities
- Outpatient Prospective Payment System
- Facility Billing
- Revenue Codes and Hospital Payment Systems
- Charge Capture and the HCPCS Coding Process
- Teaching Physician
- Surgery Guidelines
- Integumentary System
- Musculoskeletal System
- Respiratory System
- Cardiovascular, Hemic, and Lymphatic System
- Digestive System
- Urinary System
- Reproductive Systems, Delivery, and Maternity Care
- Nervous and Endocrine Systems
- Eye, Ocular, Adnexa, and Ear
- Radiology
- Module 23—Pathology and Laboratory
- Medicine
- Midterm and Final Exam

Methods of Evaluation:

The instructional methods used include reading assignments, practice exercises and other assignments, audio/video lectures, module review tests, midterm, and final exam. To receive a certificate of completion, students must achieve a passing score of 70% or higher and complete the course within a 4-month time period. No reduced hours in the course or tuition discount for previous education or training will be granted.

Included Reading Material:

1. Medical Coding Training: CPC-H® 2011; 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 (current year), AMA publisher
2. ICD-9-CM Volumes 1, 2, & 3 (current year), any publisher
3. HCPCS Level II Professional (current year), any publisher

Required code books may be purchased through AAPC (<http://www.aapc.com/onlinestore/medical-coding-books/2011/index.aspx>) or through 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>

1. Outpatient Prospective Payment System Final Rule-CMS-1504-FC
2. 1504-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 at <http://www.aapc.com/training/cpc-h-online-medical-coding-training-course.aspx>); Windows Media Player; Adobe Reader