

AAPC - CPC-H® Preparation Course Syllabus

(Outpatient Hospital 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 or coding in the Freestanding Ambulatory Surgery Center. 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:

1. Develop an understanding of Compliance in the Outpatient Hospital Facility.
2. Understand the Hospital facility operations including departments and cost centers.
3. Understand the Outpatient Prospective Payment System.
4. Know the difference between a CPT® code and an APC assignment and how services are reported.
5. Understand the meaning of Status Indicators.
6. Explain how clinic and ER visits are reported in the facility setting.
7. Understand how modifiers are used in the outpatient hospital setting.
8. Code a wide variety of patient services using CPT®, HCPCS, and ICD-9-CM coding guidelines.
9. Apply coding and conventions when assigning diagnoses codes.
10. Understand the official ICD-9-CM coding principles.
11. Understand how ancillary services are reported under the Outpatient Prospective Payment System.
12. Develop an understanding of how to code operative notes in the facility and code a wide variety of cases for the outpatient setting.

Course Content:

Module 1—Compliance in the Outpatient Facility
Module 2—Anatomy and Medical Terminology
Module 3—Documentation and Coding Standards
Module 4—Diagnosis Coding for Outpatient Facilities, ICD-9-CM Vol. 1 & 2
Module 5—ICD-9-CM Volume 3
Module 6—Outpatient Hospital Facilities
Module 7—Outpatient Prospective Payment System

Module 8—Facility Billing
Module 9—Revenue Codes and Hospital Payment Systems
Module 10—Charge Capture and the HCPCS Coding Process
Module 11—Teaching Physician
Midterm Exam
Module 12—Surgery Guidelines
Module 13—Integumentary System
Module 14—Musculoskeletal System
Module 15—Respiratory System
Module 16—Cardiovascular, Hemic, and Lymphatic System
Module 17—Digestive System
Module 18—Urinary System
Module 19—Reproductive Systems, Delivery, and Maternity Care
Module 20—Nervous and Endocrine Systems
Module 21—Eye, Ocular, Adnexa, and Ear
Module 22—Radiology
Module 23—Pathology and Laboratory
Module 24—Medicine
Final Exam

Methods of Evaluation:

The instructional methods used include reading assignments, practice exercises, audio lectures with Power Point, discussion board assignments, module review tests, midterm, and final exam. To receive 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® 2010; AAPC (available online only in PDF format); AAPC publisher

Required Textbooks (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 textbooks may be purchased through AAPC or any major bookseller.

Supplemental Materials (Available Online):

All supplemental materials 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-1404-FC
2. 1414-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; Windows Media Player; Adobe Reader