

AAPC – 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

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:

The student will learn principles of medical coding related to the three main coding manuals: CPT®, ICD-9-CM and HCPCS. 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 the AAPC CPC® certification examination.

Course Objectives:

- Identify the purpose of the CPT® & ICD-9-CM manuals
- Identify the information in appendices of the CPT® manual
- Explain the levels of E/M services
- Code a wide variety of patient services using CPT® codes
- List the major features of Level II National Codes
- Apply coding and conventions when assigning diagnoses codes
- Understand the official ICD-9-CM coding principles
- Assign ICD-9-CM codes to the highest level of specificity

Course Content:

- Anatomy and Word Elements
- Documentation, Reimbursement, Compliance
- Overview of ICD-9-CM
- Using the ICD-9-CM
- ICD-10-CM
- Introduction to CPT®, HCPCS, and Modifiers
- Evaluation & Management
- Anesthesia and General Surgery
- Integumentary System and Musculoskeletal System
- Respiratory System
- Cardiovascular System
- Hemic & Lymphatic Systems, Mediastinum, Diaphragm, & Digestive System
- Urinary System, Reproductive Systems, and Maternity Care & Delivery
- Endocrine System, Nervous System, & Special Senses
- Radiology and Pathology & Laboratory
- Medicine
- Final Exam

Methods of Evaluation:

The instructional methods used include reading assignments, practice exercises and other assignments, audio/video lectures, module review tests, and a 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 Textbooks:

1. Medical Coding Training: CPC®; AAPC; AAPC publisher; 2011; ISBN-13: 978-1-935809-00-5
2. Medical Coding Training: Practical Application CPC®; AAPC; AAPC publisher; 2011; ISBN-13: 978-1-935809-36-4

Required Code Books (Not Included):

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

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>); Windows Media Player; Adobe Reader