

AAPC – CPC® Preparation Course Syllabus

(Physician 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:

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

Course Content:

Module 1—Anatomy and Word Elements
Module 2—Documentation, Reimbursement, Compliance
Module 3— Overview of ICD-9-CM
Module 4— Using the ICD-9-CM
Module 5—ICD-10-CM
Module 6—Introduction to CPT®, HCPCS, and Modifiers
Module 7—Evaluation & Management
Module 8—Anesthesia and General Surgery
Module 9—Integumentary System and Musculoskeletal System
Module 10— Respiratory System
Module 11— Cardiovascular System
Module 12—Hemic & Lymphatic Systems, Mediastinum, Diaphragm, & Digestive System
Module 13—Urinary System, Reproductive Systems, and Maternity Care & Delivery
Module 14—Endocrine System, Nervous System, & Special Senses
Module 15—Radiology and Pathology & Laboratory
Module 16—Medicine
Final Exam

Methods of Evaluation:

The instructional methods used include reading assignments, practice exercises, audio lectures, discussion board assignments, module review tests, 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 Textbooks:

1. Step-by-Step Medical Coding 2010; Carol Buck; Saunders; ISBN: 9781416068365
2. Workbook for Step-by-Step Medical Coding 2010; Carol Buck; Saunders; ISBN: 9781437702187
3. Medical Coding Training Supplement: CPC® 2010; AAPC; AAPC publisher; ISBN: 9781934902851

Required Textbooks (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 textbooks 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; Windows Media Player; Adobe Reader