

American Academy of Professional Coders
2480 South 3850 West, Ste B, Salt Lake City, UT 84120
www.aapc.com

CPC Preparation Course (Physician Coding For Certification) Syllabus

Prerequisites: Knowledge of medical terminology and anatomy are 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—Compliance
Module 2—Word Elements and Anatomy
Module 3—Documentation and Coding Guidelines
Module 4—Overview of ICD-9-CM Coding
Module 5—Using the ICD-9-CM
Module 6—Introduction to CPT®
Module 7—Evaluation and Management Coding
Module 8—Anesthesia and Modifiers
Module 9—Introduction to Surgery and Integumentary System
Module 10—Musculoskeletal System
Module 11—Respiratory System
Module 12—Cardiovascular System
Module 13—Female Genital System and Maternity Care and Delivery
Module 14—General Surgery I
Module 15—General Surgery II
Module 16—Radiology
Module 17—Pathology and Laboratory
Module 18—The Medicine Section and Level II National Codes
Module 19—Introduction to Chart Auditing
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 2009; Carol Buck; Saunders; ISBN: 978-1416045663
2. Workbook for Step-by-Step Medical Coding 2009; Carol Buck; Saunders; ISBN: 978-416045656
3. Medical Coding Training Supplement: CPC® 2009; AAPC; AAPC; ISBN: 978-1-934902-57-8 (as PDF supplement available online in the course)

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:

1. Stedman's Medical Dictionary for the Health Professions and Nursing, Sixth Edition; Thomas L Stedman; Lippincott, Williams & Wilkins; ISBN-10: 078177618X
2. Anatomy Coloring Book, Third Edition; Wynn Kapit, Lawrence M. Elson; Benjamin Cummings; ISBN-10: 0805350861

Computer Requirements: High-speed internet connection, Windows Media Player, Adobe Reader

Course Enrollment Fee:

Payment is due in full at time of enrollment. Fees listed do not include additional required textbooks to be purchased separately by student.

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| AAPC member: | \$1195 |
| Course + One Year AAPC Student Membership: | \$1265 |
| Nonmember: | \$1495 |