

**American Academy of Professional Coders**  
2480 South 3850 West, Ste B, Salt Lake City, UT 84120  
[www.aapc.com](http://www.aapc.com)

## **CPC-H Preparation Course (Outpatient Hospital 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:** 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, and 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 only in PDF format); AAPC

**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**

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:**

1. Medical dictionary, any publisher

**Computer Requirements:** High-speed internet connection with Blackboard supported Web browser, Windows Media Player, Adobe Reader