

CPC® Preparation Course Syllabus

Prerequisites: Knowledge of medical terminology and anatomy (or AAPC courses) is strongly recommended.

Clock Hours: 80 hours

(Note: 80 clock hours accounts only for time spent attending virtual class and does not include time spent outside the course or study time. Study time will vary widely per individual.)

Course Length: 17 weeks

Class Hours: Monday – Friday 6:00 PM – 10:00 PM and Saturday - Sunday 9:00 AM – 1:00 PM.

Certificate of Completion Issued: Yes

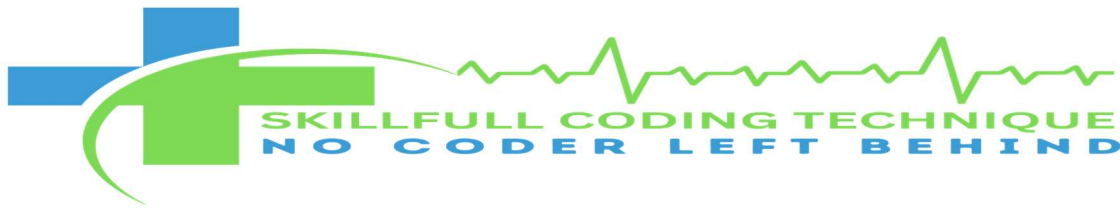
Course Description: The student will learn principles of medical coding related to the three main code books: CPT, ICD-10- CM Code Set, and HCPCS Level II. This course is recommended for anyone who is preparing for a career in medical coding for a physician's office and strongly recommended for anyone who is preparing for AAPC's CPC certification examination.

Course Objectives:

- Identify the purpose of the CPT, ICD-10-CM, and HCPCS Level II code books.
- Understand and apply the official ICD-10-CM coding guidelines.
- Apply coding conventions when assigning diagnoses and procedure codes.
- Identify the information in appendices of the CPT code book.
- Explain the determination of the levels of E/M services.
- Code a wide variety of patient services using CPT, ICD-10-CM, and HCPCS Level II codes.
- List the major features of HCPCS Level II codes.
- Provide practical application of coding operative reports and evaluation and management services.

Course Content:

- The Business of Medicine
- Review of Anatomy
- Overview of ICD-10-CM
- Applying the ICD-10-CM Guidelines
- Accurate ICD-10-CM Coding
- Introduction to CPT, HCPCS Level II, and Modifiers
- Integumentary System
- Musculoskeletal System
- Respiratory System



- Cardiovascular System
- Hemic & Lymphatic Systems, Mediastinum, Diaphragm
- Digestive System
- Urinary System and Male Genital System
- Female Reproductive System and Maternity Care & Delivery
- Endocrine System and Nervous System
- Special Senses (Ocular and Auditory)
- Anesthesia
- Radiology
- Pathology & Laboratory
- Evaluation & Management Services
- Medicine
- Final Exam

Methods of Evaluation:

The instructional methods include reading assignments, practice exercises, other assignments, audio/video lectures, chapter review exams, and a final exam. To receive a certificate of completion, students must successfully complete the course.

Successful course completion includes:

- An attempt at all required assignments
- A passing score of 70% or higher on all chapter exams
- A passing score of 70% or higher on the final exam
- An overall final course score of 70% or higher

No reduced hours on the course or tuition discount for previous education or training will be granted.

Required Code Books (Not Included):

1. CPT Professional Edition codebook (2021 year), AMA publisher
2. ICD-10-CM code book (2021 year), any publisher
3. HCPCS Level II code book (2021 year), any publisher
4. 2023 Medical Coding Training: CPC

Recommended Books (Not included)

1. 2023 Medical Coding Training: Practical Application CPC- eBook; AAPC; AAPC publisher

Required codebooks 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, and Adobe Acrobat Reader. For the best experience, the use of a mobile device is not recommended.

Course Enrollment Fee: The payment plan must be followed as outlined \$375.00 down payment and \$125.00 paid weekly for 17 weeks for a total of \$2,500.00, or payment is due in full at the time of enrollment. Fees listed do not include any required or recommended textbooks/supplies/national certification exam or computer requirements, which are to be purchased separately by the student. Prices are variable and subject to change; see www.skillfulcodingtechniques.com website for most current enrollment fees: