



CPC® Preparation Course Syllabus & Guidelines

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

Clock Hours: 80 (*Note:* 80 clock hours accounts only for time spent in the online course, and does not include time spent outside the course or study time. Study time will vary widely per individual.)

Course Length: To be completed at student's own pace within a 4-month period or less. Enrollment date begins at date of purchase. Monthly course extensions may be purchased. (see rules below for course extensions)

Class Hours: Days/Times Per Week: Online course, independent self-study, monthly classroom meetings and attendance is strongly encouraged; student may login to course at their own time schedule, no specific login times. Students may email course content questions to assigned instructor (in your welcome letter).

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 used include reading assignments, practice exercises and other assignments, audio/video lectures, chapter review exams, and a final exam. To receive a certificate of completion, students must successfully complete the course within the allotted time frame of (at least) 4 months. (**monthly extensions may be purchased, or if there are extenuating circumstances, extensions are allowed ONLY if student contacts instructors via email or phone call to explain the extenuating circumstances and it is up to the discretion of the instructors/owners of ENR Coding Solutions**).

Successful course completion includes:

- An attempt of 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
- **Student may request another attempt for the end of chapter exams to ensure a successful passing score**

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

Included Textbooks:

1. 2019 Medical Coding Training: CPC®; AAPC; AAPC publisher;
2. 2019 Medical Coding Training: Practical Application CPC®; AAPC; AAPC publisher

Required Code Books (Not Included):

1. CPT® Professional Edition code book (2019 year), AMA publisher
2. ICD-10-CM code book (2019 year), any publisher
3. HCPCS Level II code book (2019 year), any publisher

Required code books may be purchased through AAPC or any major bookseller. **Email instructors for a discounted rate on code books, otherwise, it is student’s responsibility for code book purchase.**

Recommended Textbooks/Supplies (Not Included):

1. Medical dictionary, any publisher

Computer Requirements: High-speed Internet connection with Blackboard supported Operating System & Web browser (see the “Course Requirements” tab: <https://www.aapc.com/training/cpc-online-medical-coding-training-course.aspx>); Adobe Flash Player; Adobe Acrobat Reader. For best experience, use of a mobile device is not recommended.

Course Enrollment Fee: Payment is due in full at time of enrollment. Payment arrangements are made prior to the time of student enrollment.

****Due to the expense of setting up each student on the LMS (learning management site-online), ENR Coding Solutions does not give refunds upon signing up for this course, therefore, it is extremely important for those interested in the CPC online coding course fully understands the expectations in taking this course. ****

To ensure the student has a complete understanding of our course (as it may not be a ‘fit’ for some) and acknowledges the course guidelines as defined in the above outline, we request student’s signature for full accountability to enroll in ENR Coding Solutions CPC online coding course

Student’s Signature _____ Date _____