

2022 CPC®
Preparation
Course Syllabus
Instructor Led





2022 CPC® Preparation Course Syllabus – Instructor Led

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: This is a 16-week course. Each week your instructor will provide a live lecture and opportunity to ask questions based on current weekly material. You will be required to complete weekly textbook reading and online course work prior to each weekly live instructor lecture.

Class Hours: Days/Times Per Week: Weekly classroom/office hour meetings for 16 weeks; one hour per week.

Certificate of Completion Issued: Yes

CEUs: 40 CEUs upon completion (AAPC certified prior to enrollment; some certifications excluded – see AAPC website for more details.)

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:

To receive the certificate of completion for this course you are required to attend each live session, complete all of the required assignments and quizzes, *and* to obtain a minimum 70% passing score on each of the following:

- Chapter Review Exams
- Final Exam
- Total Grade

You will be allowed unlimited attempts on the Chapter Quizzes. You will be allowed 2 attempts on Practical Application cases. The Chapter Review Exams & the Final Exam will be accessible two times if a second attempt is needed to achieve a passing score. The higher score of the two will be listed as your final score. If you need more than 2 attempts at an exam, please contact the coaching staff. Your final score is based on the following calculations:

- Total average of Chapter Quizzes - 5%
- Total average of Practical Applications - 5%
- Total average of Chapter Review Exams - 45%
- Total average of Participation Grade - 15% Final Exam - 20%

Included Textbooks:

1. 2022 Medical Coding Training and Practical Application combo: CPC® - eBook; AAPC; AAPC publisher

Required Code Books (Included):

1. CPT® Professional Edition code book (2022 year), AMA publisher
2. ICD-10-CM code book (2022 year), any publisher
3. HCPCS Level II code book (2022 year), any publisher

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 Acrobat Reader. For best experience, use of a mobile device is not recommended.

Course Access: The weekly class and office hours will be accessed via Zoom. Please create a free profile using <https://zoom.us/signup>.

Course Enrollment Fee: Payment is due in full at time of enrollment. Fees listed do not include any required or recommended textbooks/supplies or computer requirements, which are to be purchased separately by the student.