

# **AAPC - CPC-H® Preparation Course Syllabus**

## **(Outpatient Hospital Facility Coding for CPC-H® Certification)**

**Prerequisites:** Knowledge of medical terminology and anatomy (or AAPC courses) 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. Monthly course extensions may be purchased.

**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 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, & 3, and HCPCS Level II coding, along with the Outpatient Prospective Payment System (OPPS) which is the payment method used by most payers in outpatient facilities. This course is recommended for anyone who is preparing for a career in medical coding for an outpatient hospital/facility and ASC setting, and prepares the student for the AAPC's CPC-H® certification examination.

### **Course Objectives:**

- Develop an understanding of Compliance in the Outpatient Hospital Facility
- Define the hospital facility and ASC operations including departments and cost centers
- Review critical pieces in the billing and revenue cycle management process
- Navigate through the Outpatient Prospective Payment System (OPPS)
- Differentiate between inpatient and outpatient services and payment systems
- Understand the difference between MS-DRGs and APC assignments and how services are reported
- Understand the meaning of status indicators
- Understand how clinic and ED visits and other evaluation and management services are reported in the facility setting
- Understand how modifiers are used in the outpatient facility setting
- Code a wide variety of patient services using CPT®, HCPCS Level II, and ICD-9-CM coding guidelines
- Apply coding and conventions when assigning diagnoses and procedure codes
- Understand the official ICD-9-CM coding guidelines
- Develop an understanding of how to code operative notes in the facility and how to code a wide variety of cases for the outpatient setting

**Course Content:**

- Compliance in the Outpatient Facility
- Anatomy and Medical Terminology
- Documentation and Coding Standards
- Diagnosis Coding for Outpatient Facilities, ICD-9-CM Vol. 1 & 2
- ICD-9-CM Volume 3
- Outpatient Hospital Facilities
- Outpatient Prospective Payment System
- Facility Billing
- CMS Payment Systems
- Charge Capture and the HCPCS Coding Process
- Teaching Physician
- Surgery Guidelines
- Integumentary System
- Musculoskeletal System
- Respiratory System
- Cardiovascular, Hemic, and Lymphatic System
- Digestive System
- Urinary System
- Reproductive Systems, Delivery, and Maternity Care
- Nervous and Endocrine Systems
- Eye, Ocular, Adnexa, and Ear
- Radiology
- Pathology and Laboratory
- Medicine
- Midterm and Final Exam

**Methods of Evaluation:**

The instructional methods used include reading assignments, practice exercises and other assignments, audio/video lectures, chapter review exams, midterm, and final exam. To receive a certificate of completion, students must successfully complete the course within the allotted time frame of 4 months or less (monthly extensions may be purchased).

Successful course completion includes:

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

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® 2012; AAPC; AAPC publisher (available online only in PDF format, no textbook will be issued with this course)

**Required Code Books (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 code books may be purchased through AAPC (<http://www.aapc.com/training/online-course-code-books.aspx>) or through any major bookseller.

**Supplemental Resources Referenced (Available Online):**

All supplemental resources are located on the Centers for Medicare and Medicaid Services (CMS) website at: <http://www.cms.hhs.gov/center/hospital.asp> and <http://www.cms.gov/center/asc.asp>

1. Outpatient Prospective Payment System Final Rule-CMS-1525-FC
2. 1525-FC-Addenda
3. Revenue Codes to Cost Center Crosswalk
4. List of Pass Through Payments Device Category Codes

**Recommended Textbooks/Supplies (Not Included):**

1. Medical dictionary, any publisher

**Computer Requirements:** High-speed Internet connection with Blackboard supported Operating System & Web browser (see "Course Requirements" tab at <http://www.aapc.com/training/cpc-h-online-medical-coding-training-course.aspx>); Adobe Flash Player; Adobe Acrobat Reader, PowerPoint Viewer