2480 South 3850 West, Suite B, Salt Lake City, Utah 84120

Instructor Certification Course Syllabus

Pre-Requisites:
The individual must hold an AAPC certification, be a member in good standing and have at least five years coding experience.

The individual must have submitted the instructor application.
(http://www.aapc.com/instructor-application)

Course Description:
The Professional Medical Coding Instructor Certification course prepares the candidate for a career in teaching future coders through comprehension of the coding curriculum, understanding the needs of adult learners, practical application, and teaching certification.

Course Cost: $495

Course Objectives:
1. Proficiency in teaching the guidelines of the CPT®, ICD-9-CM, and HCPCS Coding manuals.
2. Demonstrate an understanding of the motivations of adult learners and factors involved in teaching adult learners.
3. Develop self confidence and presentation skills.
4. Techniques for a solid business plan and marketing yourself.
5. Demonstrate an understanding of the Professional Medical Coding Instructor License Program.

Included Textbooks/Supplies:
1. Teaching Adults
   The Essential FE Toolkit Series
   Author: Amanda Hayes

Additional Required Textbooks (to be purchased by candidate)**:**
1. ICD-9-CM Volumes 1 & 2 (current version)
2. CPT Professional Edition (current version)
3. HCPCS Level II Professional (current version)

Methods of Evaluation:
1. Lectures
2. Group Discussion Board Assignments (40% of final grade)
3. Module Reviews (60% of final grade)

Course Length:
This course is designed to be a five week course; completed and accessed online through http://aapc.blackboard.com.

Assignments:
Module 01 – Teaching Through the Guidelines
Module 02 – Classroom Dynamics
Module 03 – Adult Learning
Module 04 – Marketing
Module 05 – The PMCC Instructor Program
Final online exam

Note: Your CPC-I certification is not complete until both the written coding exam and verbal presentation are completed. The CPC-I written exam is 50 multiple choice coding questions; candidates must score at least 70% to pass. The exam must be taken at a proctored exam site. A 15 minute presentation is required and evaluated by peers; evaluation forms are submitted to AAPC for evaluation.