

Pat Cox, CPC, CPC-H, CPMA, CPC-I, CEMC, CCS-P

Professional Medical Coding Education

Thank you for your interest in the upcoming Certified Professional Coder (CPC®) class. This session is a 16-week class held in Hampton, VA. Class will meet every **Saturday, from 8:00AM – 2:00PM. National AAPC exam will be given at conclusion of course.**

The course is an approved Medical Coding CPC® Preparation Course through the American Academy of Professional Coders (AAPC).

With the ever-increasing spotlight on compliance issues, accurate billing and reimbursement, correct coding should be a top priority in all medical practices. This college-level program of study is designed to provide participants with the most updated information relating to CPT and ICD-9 and ICD-10 diagnostic coding.

Enclosed you will find the following information:

- ✓ Course Detail
- ✓ Course Requirements
- ✓ Application

Class sizes are limited and fill quickly, payment must be received to register. Mail registration along with payment to: **Pat Cox, at P.O. Box 702, White Marsh, VA 23183.**

If you have any questions, please contact me at (757)869-4316. Hope to see you soon!

Sincerely,

Pat Cox

CPC, CPC-H, CPMA, CPC-I, CEMC, CCS-P

Change your future....become certified



CERTIFIED PROFESSIONAL CODERS COURSE

Course Syllabus

Week 1

The Business of Medicine and Medical Coding and Compliance – This chapter discusses the meaning of compliance in a medical setting and the ramifications of not having a compliance program. In addition, the importance of continuing education and accuracy pertaining to medical documentation and coding.

Week 2

Anatomy and Terminology – This chapter reviews the basics of human anatomy, medical and surgical terms, and a review of how medical terms can be broken down into word elements to obtain word meaning. **Handouts**

Week 3

Introduction to ICD-9-CM and ICD-10CM - A review of all aspects of both ICD-9-CM and ICD-10-CM text including: medical necessity, coding guidelines and how-to steps, coding conventions, coding tips as well as a section devoted to the use and understanding of Volumes I and II.

Week 4

Practical ICD-9-CM Continued – Coding Chapters

Week 5

Practical ICD-9-CM Continued – Coding Chapters

Week 6

HCPCS– A discussion of HCPCS levels of coding, coding symbols, appendices, HCPCS modifiers, as well as a review on how to search for a HCPCS code.

Introduction to CPT – This chapter discusses the CPT-4 format as well as how to use the CPT-4 index. Topics include: a review of the section numbers and their sequences, terminology and format.

CPT Modifiers – CPT modifiers are examined in great length

Week 7

Evaluation and Management – Principles and Applications – This chapter discusses the components needed in medical record documentation for the accurate selection of an E/M code. Also discussed are consultations, emergency department services, critical care, preventive medicine and nursing care coding guidelines.

Documentation and Coding Guidelines - This chapter reviews the documentation guidelines for medical record keeping

Week 8

Anesthesia – A discussion of the ASA relative values, anesthesia guidelines, modifiers, code organization and crosswalk, as well as a review of the different types of anesthesia available for patients and the methods in which they are administered.

Introduction to Surgery - This chapter presents the “global surgical package” concept and coding conventions “Separate” and “add-on” procedure codes are discussed in great detail.

Integumentary System – This chapter includes an overview of anatomy and medical terms as they apply to the Integument. A discussion of procedures and techniques (e.g. débridement, repair, etc.), lesion measurement, local treatment of burns and Mohs’s micrographic surgery is provided.

Week 9

Musculoskeletal System – This chapter covers procedure and coding guidelines for incisions/excisions, introductions and removals, repairs and reconstruction’s, fractures and dislocations, as well as endoscopies/arthroscopies and arthrodesis of the Musculoskeletal system.

Respiratory System – This chapter covers procedure and coding guidelines pertaining to the respiratory and cardiovascular system. Topics include the respiratory process, endoscopic and sinus surgeries, procedures and coding explanations of the larynx, trachea, bronchi, lungs and pleura.

Week 10

Cardiovascular System – This chapter discusses the special set of coding challenges involved in cardiothoracic surgery of the heart, coronary arteries, great vessels, and pacemaker and auto defibrillator placement. Surgery on the vasculature for occlusive disease and aneurysms are addressed. Also included are therapeutic and diagnostic vascular procedures such as creation of an A/V shunt for dialysis, venipuncture, vein stripping and refilling of an implantable infusion port.

Week 11

Hemic/Lymphatic Mediastinum, Diaphragm & Digestive System

This chapter covers the digestive process, diagnostic test and procedures and endoscopies pertaining to the digestive system

Week 12

Urinary and Male Genitalia System – A discussion of the procedures and coding explanations pertaining to the urinary system and male genitalia. Procedures of the kidney, ureter, urinary bladder, and the male genitalia are explained.

Female Genital System and Maternity Care and Delivery – This chapter gives an in-depth look at the female reproductive system for both gynecologic procedures and the conventions of coding for obstetrical care.

Week 13

Endocrine and Nervous System – This chapter covers coding procedures and techniques of the skull, meninges and the brain, spine and spinal cord and the extracranial nerves, peripheral nerves and the autonomic nervous system

Week 14

Eye and Auditory – This chapter covers the remainder of the 60,000 series in which procedures and coding explanations pertaining to the eye and auditory system are discussed.

Radiology – A discussion of radiological procedures and coding guidelines including: body positions and relationship terms, radiological supervision and interpretation codes, technique and equipment issues, and diagnostic radiology

Week 15

Pathology and Laboratory – This chapter covers organ and disease oriented panels, drug testing, therapeutic drug assays, consultations, hematology and coagulation, blood counts, hemograms and differentials, bone marrow procedures, blood clot studies, transfusion medicine, microbiology, and anatomic pathology and CLIA requirements.

Week 16

Medicine – This final chapter discusses immunization and administration for vaccines/toxoids, therapeutic and diagnostic infusions, psychiatry, dialysis, physical medicine, and other special services that are found in the Medicine section.

Review for Boards - Preparation and test review for AAPC Certified Professional Coders Test

Test – National AAPC Examination held Saturday following last class

CERTIFIED PROFESSIONAL CODERS (CPC) PROGRAM Course Requirements

CPC PROGRAM COST ** (Price are subject to change)

Total course \$2,400.00

***This course does not qualify for any financial aid, tuition/military assistant or scholarships.**

Tuition Includes:

Medical Coding Workbooks

Membership to the American Academy of Professional Coders (AAPC)

Board Exam fee

PARTICIPATION ACCEPTANCE

1. Applicants will forward their cash, check or money order made out to: **Pat Cox, at P.O. Box 702, White Marsh, VA, 23183** to secure their space in class or pay on-line by charge card at; www.patcoxpmcc.com; once received student will be notified via email.
2. Refund requests must be in writing 15 days prior to class. There will be a \$100.00 processing fee. **No refunds will be issued after class has started.**

REQUIRED MATERIALS

Not included in course fees:

- Current year CPT-4 book (Professional Edition recommended)
- Current year ICD-9-CM book Volumes 1&2 Professional
- Current year ICD-10-CM book
- Current year HCPCS Level II book
- Medical Dictionary
- Writing/notes materials, highlighter

NON-APPROVED CODING MANUALS

The following books **cannot** be used

- Current Procedural Coding Procedural Coding Expert® - Ingenix
- Procedural Coding Professional – Contexo
- Procedural Coding Procedural – AAPC
- Procedural Coding Expert – Contexo
- Procedural Coding Expert – AAPC
- CPT® Insider's View - AMA
- CPT® Plus! – PMIC
- Coders' Choice CPT® - PMIC
- ICD-9-CM Easy Coder - Unicor

ATTENDANCE

So that each student can achieve the maximum educational goals, **100% attendance is STRONGLY recommended.**

CERTIFICATION EXAMINATION

Students may sit for the current AAPC Certified Professional Coder (CPC) examination (nationally recognized certification accreditation). The examination is a **5 hour and 40 minutes, open book** (CPT, ICD-9-CM and HCPCS) exam covering every section of the CPT manual.

NOTE: If you successfully pass the CPC test but have less than two years of coding experience, you will become a **Certified Professional Coder – Apprentice** (CPC-A). You will retain this status until you have gained the required two years of coding experience. Upon completion of two years of coding experience, your credentialing status will be updated after you submit a request in writing to the AAPC along with documentation verifying experience.