

Empire Healthcare Consulting Medical Coding Academy

Course Syllabus: AAPC CPC Training Course

Instructor: Simone F. Thomas, MHS, MHL, CCS, CCS-P, CDIP, CHTS-TR, HCS-H, CRC, CPC, CPC-I
AHIMA-Approved ICD-10-CM/PCS Trainer-Ambassador
AAPC-Approved Instructor

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Pre-Requisites: Medical Terminology, Anatomy & Physiology, Pathopharmacology

Course Length: 6-month period or less

Class Hours: 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 sthomas@empirehcc.com.

Certificate of Completion Issued: Yes

CEUs: 40 AAPC CEUs will be awarded upon completion and with an average overall average of 70%

Course Description: The student will learn principles of medical coding related to the three main code books: CPT®, ICD-10- CM, 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

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 6 months or less (monthly extensions of \$50/month may be purchased). Successful

course completion includes an attempt of all required assignments and 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.

The passing grade for this course is 70% and will be based on the following:

Chapter Quizzes	10%
Assignments	20%
Chapter Review Exams	50%
Final Exam	20%

Grading Scale:

A: 90-100

B: 80-89

C: 70-79

D: 60-69 (must repeat course)

F: 0-59 (must repeat course)

Included Textbooks

- 2021 Medical Coding Training: CPC® Training Textbook
- 2021 Medical Coding Training: CPC® Training Workbook
- 2021 ICD-10-CM Manual
- 2021 CPT Manual
- 2021 HCPCS Manual

Included Resources:

- **Coding with Modifiers**, 6th Edition, Robin L. Linker
ISBN 13: 978-1-64016-037-8
- **Netter's Atlas of Human Anatomy**, 3rd Edition, Celeste G. Kirschner
ISBN 13: 978-1-64016-035-4

Recommended Textbooks (not included):

- Medical dictionary, any publisher

Computer Requirements: High-speed Internet connection with Canvas supported Operating System & Web browser (see the "Computer Specifications" at the bottom of any web page at www.empirehcc.com); Adobe Acrobat Reader. For best experience, use of a mobile device is not recommended.

Week/Module	Assignment
Week 1/Module 1	<p>Medical Terminology</p> <p>Chapter 1 Introduction to Medical Terminology Chapter 2 The Human Body in Health and Disease</p> <ul style="list-style-type: none"> • Read Chapters 1 & 2 • Review Power Point • Complete Chapter Review • Take Chapter Quiz
Week 2/Module 2	<p>Chapter 3 The Skeletal System Chapter 4 The Muscular System</p> <ul style="list-style-type: none"> • Read Chapters 3 & 4 • Review Power Point • Complete Chapter Review • Take Chapter Quiz
Week 3/Module 3	<p>Chapter 5 The Cardiovascular System Chapter 6 The Lymphatic and Immune Systems</p> <ul style="list-style-type: none"> • Read Chapters 5 & 6 • Review Power Point • Complete Chapter Review • Take Chapter Quiz
Week 4/Module 4	<p>Chapter 7 The Respiratory System Chapter 8 The Digestive System</p> <ul style="list-style-type: none"> • Read Chapters 7 & 8 • Review Power Point • Complete Chapter Review • Take Chapter Quiz
Week 5/Module 5	<p>Chapter 9 The Urinary System Chapter 10 The Nervous System and Mental Health</p> <ul style="list-style-type: none"> • Read Chapters 9 & 10 • Review Power Point • Complete Chapter Review • Take Chapter Quiz
Week 6/Module 6	<p>Chapter 11 Special Senses: The Eyes and Ears Chapter 12 Skin: The Integumentary System</p> <ul style="list-style-type: none"> • Read Chapters 11 & 12 • Review Power Point • Complete Chapter Review • Take Chapter Quiz
Week 7/Module 7	<p>Chapter 13 The Endocrine System Chapter 14 The Reproductive Systems</p> <ul style="list-style-type: none"> • Read Chapters 13 & 14 • Review Power Point • Complete Chapter Review • Take Chapter Quiz

<p>Week 8/Module 8</p>	<p>Chapter 15 Diagnostic Procedures, Nuclear Medicine, and Pharmacology</p> <ul style="list-style-type: none"> • Read Chapter 15 • Review Power Point • Complete Chapter Review • Take Chapter Quiz
<p>Week 9/Module 9</p>	<p>Anatomy & Physiology</p> <p>Chapter 1 The Human Body Chapter 2 The Chemistry of Life Chapter 3 Cell Structure</p> <ul style="list-style-type: none"> • Read Chapters 1-3 • Review Power Point • Complete Chapter Review • Take Chapter Quiz
<p>Week 10/Module 10</p>	<p>Chapter 4 Cellular Metabolism Chapter 5 Tissues Chapter 6 Integumentary</p> <ul style="list-style-type: none"> • Read Chapters 4-6 • Review Power Point • Complete Chapter Review • Take Chapter Quiz
<p>Week 11/Module 11</p>	<p>Chapter 7 Skeletal System Chapter 8 Articular System Chapter 9 Muscular system</p> <ul style="list-style-type: none"> • Read Chapters 7-9 • Review Power Point • Complete Chapter Review • Take Chapter Quiz
<p>Week 12/Module 12</p>	<p>Chapter 10 Nervous System (Part 1) Chapter 11 Nervous System (Part 2) Chapter 12 Endocrine System</p> <ul style="list-style-type: none"> • Read Chapters 10-11 • Review Power Point • Complete Chapter Review • Take Chapter Quiz
<p>Week 13/Module 13</p>	<p>Chapter 13 Blood Chapter 14 Cardiovascular System</p> <ul style="list-style-type: none"> • Read Chapters 13 & 14 • Review Power Point • Complete Chapter Review • Take Chapter Quiz

<p>Week 14/Module 14</p>	<p>Chapter 15 Lymphatic System Chapter 16 Nutrition & Digestive System</p> <ul style="list-style-type: none"> • Read Chapters 15 & 16 • Review Power Point • Complete Chapter Review • Take Chapter Quiz
<p>Week 15/Module 15</p>	<p>Chapter 17 Respiratory System Chapter 18 Urinary System</p> <ul style="list-style-type: none"> • Read Chapters 17 & 18 • Review Power Point • Complete Chapter Review • Take Chapter Quiz
<p>Week 16/Module 16</p>	<p>Chapter 19 Reproductive System</p> <ul style="list-style-type: none"> • Read Chapter 19 • Review Power Point • Complete Chapter Review • Take Chapter Quiz
<p>Week 17/Module 17</p>	<p>Pathopharmacology</p> <p>Chapter 1 Core Concepts of Disease Chapter 2 Mechanisms of Disease</p> <ul style="list-style-type: none"> • Read Chapters 1 & 2 • Review Power Point • Complete Chapter Review • Take Chapter Quiz
<p>Week 18/Module 18</p>	<p>Chapter 3 Core Concepts of Pharmacology Chapter 4 Drug Administration and Dosage Forms</p> <ul style="list-style-type: none"> • Read Chapters 3 & 4 • Review Power Point • Complete Chapter Review • Take Chapter Quiz
<p>Week 19/Module 19</p>	<p>Chapter 5 Cancer and Antineoplastic Pharmacology Chapter 6 Musculoskeletal System</p> <ul style="list-style-type: none"> • Read Chapters 5 & 6 • Review Power Point • Complete Chapter Review • Take Chapter Quiz
<p>Week 20/Module 20</p>	<p>Chapter 7 Integumentary System Chapter 8 Gastrointestinal</p> <ul style="list-style-type: none"> • Read Chapters 7 & 8 • Review Power Point • Complete Chapter Review

	<ul style="list-style-type: none"> • Take Chapter Quiz
Week 21/Module 21	Chapter 9 Endocrine Chapter 10 Urinary System <ul style="list-style-type: none"> • Read Chapters 9 & 10 • Review Power Point • Complete Chapter Review • Take Chapter Quiz
Week 22/Module 22	Chapter 11 Respiratory System Chapter 12 Cardiovascular System <ul style="list-style-type: none"> • Read Chapters 11 & 12 • Review Power Point • Complete Chapter Review • Take Chapter Quiz
Week 23/Module 23	Chapter 13 Nervous System Chapter 14 Eyes & Ears <ul style="list-style-type: none"> • Read Chapters 13 & 14 • Review Power Point • Complete Chapter Review • Take Chapter Quiz
Week 24/Module 24	Chapter 15 Reproductive System <ul style="list-style-type: none"> • Read Chapter 15 • Review Power Point • Complete Chapter Review • Take Chapter Quiz
Week 25/Module 25	The Business of Medicine <ul style="list-style-type: none"> • Read: Chapter 1 • Listen to the lecture. • Complete section review exercises and check your answers • Complete the practical application assignment • Complete the chapter quiz • Complete the chapter review exam

Week 26/Module 26	Introduction to ICD-10-CM <ul style="list-style-type: none"> • Read: Chapter 3 • Listen to the lecture. • Complete section review exercises and check your answers • Complete the practical application assignment • Complete the chapter quiz • Complete the chapter review exam
Week 27/Module 27	ICD-10-CM Coding Chapters 1-11 <ul style="list-style-type: none"> • Read: Chapter 4 • Listen to the lecture. • Complete section review exercises and check your answers • Complete the practical application assignment • Complete the chapter quiz • Complete the chapter review exam
Week 28/Module 28	ICD-10-CM Coding Chapters 12-22 <ul style="list-style-type: none"> • Read: Chapter 5 • Listen to the lecture. • Complete section review exercises and check your answers • Complete the practical application assignment • Complete the chapter quiz • Complete the chapter review exam
Week 29/Module 29	Introduction to CPT, Surgery Guidelines, HCPCS, and Modifiers <ul style="list-style-type: none"> • Read: Chapter 6 • Listen to the lecture. • Complete section review exercises and check your answers • Complete the practical application assignment • Complete the chapter quiz • Complete the chapter review exam

Week 30/Module 30	Integumentary System <ul style="list-style-type: none"> • Read: Chapter 7 • Listen to the lecture. • Complete section review exercises and check your answers • Complete the practical application assignment • Complete the chapter quiz • Complete the chapter review exam
Week 31/Module 31	Musculoskeletal System <ul style="list-style-type: none"> • Read: Chapter 8 • Listen to the lecture. • Complete section review exercises and check your answers • Complete the practical application assignment • Complete the chapter quiz • Complete the chapter review exam
Week 32/Module 32	Respiratory, Hemic, Lymphatic, Mediastinum, and Diaphragm <ul style="list-style-type: none"> • Read: Chapter 9 • Listen to the lecture. • Complete section review exercises and check your answers • Complete the practical application assignment • Complete the chapter quiz • Complete the chapter review exam
Week 33/Module 33	Cardiovascular System <ul style="list-style-type: none"> • Read: Chapter 10 • Listen to the lecture. • Complete section review exercises and check your answers • Complete the practical application assignment • Complete the chapter quiz • Complete the chapter review exam
Week 34/Module 34	Digestive System <ul style="list-style-type: none"> • Read: Chapter 11 • Listen to the lecture. • Complete section review exercises and check your answers

	<ul style="list-style-type: none"> • Complete the practical application assignment • Complete the chapter quiz • Complete the chapter review exam
Week 35/Module 35	Urinary and Male Genital System <ul style="list-style-type: none"> • Read: Chapter 12 • Listen to the lecture. • Complete section review exercises and check your answers • Complete the practical application assignment • Complete the chapter quiz • Complete the chapter review exam
Week 36/Module 36	Reproductive Systems, Female Genital System, & Maternity <ul style="list-style-type: none"> • Read: Chapter 13 • Listen to the lecture. • Complete section review exercises and check your answers • Complete the practical application assignment • Complete the chapter quiz • Complete the chapter review exam
Week 37/Module 37	Endocrine and Nervous System <ul style="list-style-type: none"> • Read: Chapter 14 • Listen to the lecture. • Complete section review exercises and check your answers • Complete the practical application assignment • Complete the chapter quiz • Complete the chapter review exam
Week 38/Module 38	Eye and Ocular Adnexa, Auditory Systems <ul style="list-style-type: none"> • Read: Chapter 15 • Listen to the lecture. • Complete section review exercises and check your answers • Complete the practical application assignment • Complete the chapter quiz • Complete the chapter review exam
Week 39/Module 39	Anesthesia <ul style="list-style-type: none"> • Read: Chapter 16 • Listen to the lecture.

	<ul style="list-style-type: none"> • Complete section review exercises and check your answers • Complete the practical application assignment • Complete the chapter quiz • Complete the chapter review exam
Week 40/Module 40	Radiology <ul style="list-style-type: none"> • Read: Chapter 17 • Listen to the lecture. • Complete section review exercises and check your answers • Complete the practical application assignment • Complete the chapter quiz • Complete the chapter review exam
Week 41/Module 42	Pathology/Laboratory <ul style="list-style-type: none"> • Read: Chapter 18 • Listen to the lecture. • Complete section review exercises and check your answers • Complete the practical application assignment • Complete the chapter quiz • Complete the chapter review exam
Week 43/Module 43	Evaluation and Management <ul style="list-style-type: none"> • Read: Chapter 19 • Listen to the lecture. • Complete section review exercises and check your answers • Complete the practical application assignment • Complete the chapter quiz • Complete the chapter review exam
Week 44/Module 45	Medicine <ul style="list-style-type: none"> • Read: Chapter 20 • Listen to the lecture. • Complete section review exercises and check your answers • Complete the practical application assignment • Complete the chapter quiz • Complete the chapter review exam
Week 46/Module 46	Final Exam <ul style="list-style-type: none"> • Take Final Exam • Complete Course Survey