

**Empire Healthcare Consulting
Medical Coding Academy**

Course Syllabus: AAPC CPC Training Course

Instructor: Simone F. Thomas, 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	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 2/Module 2	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 3/Module 3	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 4/Module 4	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 5/Module 5	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

	<ul style="list-style-type: none"> • Complete the chapter review exam
Week 6/Module 6	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 7/Module 7	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 8/Module 8	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 9/Module 9	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 10/Module 10	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 11/Module 11	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 12/Module 12	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 13/Module 13	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 14/Module 14	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 15/Module 15	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 16/Module 16	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 17/Module 17	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 18/Module 18	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 19/Module 19	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 20/Module 20	Final Exam <ul style="list-style-type: none"> • Take Final Exam • Complete Course Survey