

CERTIFIED PROFESSIONAL CODERS COURSE

Course Syllabus

Week 1 - Chapter 1

The Business of Medicine – 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 – Chapter 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.

Week 3- Chapter 3, 4 and 5

Introduction to ICD-10-CM. A review of all aspects of the ICD-10-CM 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 each chapter of ICD-10.

Week 4

ICD-10-CM Continued

Week 5

ICD-10-CM Continued

Week 6 - Chapter 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 – Chapter 19

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 – Chapter 1, Chapter 6

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 – Chapter 8&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 - Chapter 9-10

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 – Chapter 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 – Chapter 12&13

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 - Chapter 14&15

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- Chapter 17-18

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 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 – Chapter 20 and 21

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.

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 - Test Review