

# Certified Professional Preparation Course

## Class 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.

### *Week 4,5,6 & 7*

**Introduction to ICD-10-CM** - A review of all aspects of the ICD-10-CM text including medical necessity, coding conventions and how-to steps, coding tips, coding guidelines and hands on coding.

### *Week 8*

**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.

### *Week 9*

**CPT Modifiers** – CPT modifiers are examined in detail

**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. Learn how properly to “level” an E/M service.

### *Week 10*

**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.

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

### *Week 11*

**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., debridement, repair, etc.), lesion measurement, local treatment of burns and Moh’s micrographic surgery is provided.

## *Week 12*

**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 13*

**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 reviewed. 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, interventional and diagnostic services.

## *Week 14*

### **Hemic/Lymphatic Mediastinum, Diaphragm & Digestive System**

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

## *Week 15*

**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 16*

**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 17*

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

## *Week 18*

**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 19*

**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 20*

**Medicine** – This last 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.

### **Test Review**

### **Test Date**

Location and time will be provided.