



## CPC® Preparation Course Syllabus

**Prerequisites:** Knowledge of medical terminology and anatomy (or AAPC courses) strongly recommended.

**Clock Hours:** 80 (Note: 80 clock hours accounts only for time spent in the online course, and does not include time spent outside the course or study time. Study time will vary widely per individual.)

**Course Length:** To be completed at student's own pace within a 12-month period or less. Enrollment date begins at date of purchase.

**Class Hours: Days/Times Per Week:** 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 coaching staff.

**Certificate of Completion Issued:** Yes

**CEUs:** 40 CEUs upon completion (AAPC certified prior to enrollment; some certifications excluded – see AAPC website for more details.)

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

### **Course Content:**

- The Business of Medicine
- Review of Anatomy
- Overview of ICD-10-CM
- Applying the ICD-10-CM Guidelines
- Accurate ICD-10-CM Coding
- Introduction to CPT®, HCPCS Level II, and Modifiers
- Integumentary System
- Musculoskeletal System

- Respiratory System
- Cardiovascular System
- Hemic & Lymphatic Systems, Mediastinum, Diaphragm
- Digestive System
- Urinary System and Male Genital System
- Female Reproductive System and Maternity Care & Delivery
- Endocrine System and Nervous System
- Special Senses (Ocular and Auditory)
- Anesthesia
- Radiology
- Pathology & Laboratory
- Evaluation & Management Services
- Medicine •Final Exam

**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 4 months or less (monthly extensions may be purchased).

Successful course completion includes:

- An attempt of all required assignments
- A passing score of 70% or higher on all chapter exams
- A passing score of 70% or higher on the final exam
- 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.

**Included Textbooks:**

1. Current Year Medical Coding Training: CPC®; AAPC; AAPC publisher
2. CPT® Professional Edition (current year), AMA publisher
3. ICD-10-CM Code Set (current year), any publisher
4. HCPCS Level II (current year), any publisher

**Recommended Textbooks/Supplies (Not Included):**

1. Medical dictionary, any publisher

**Computer Requirements:** High-speed Internet connection with Blackboard supported Operating System & Web browser. For the best experience, use a laptop or desktop is required.

Fees listed do not include any recommended textbooks/supplies or computer requirements, which are to be purchased separately by the student. Prices are variable and subject to change, see Legacy Education website for most current enrollment fee. [www.medicalbillco.com](http://www.medicalbillco.com)

# Medical Coding Training: CPC®

## 12 Week Course Outline

### Week 1

Chapter 01 – The Business of Medicine  
Chapter 02 – Anatomy and Terminology

### Week 2

Chapter 03 – Introduction to ICD-10-CM  
Chapter 04 – ICD-10-CM Coding Chapters 1-11  
Chapter 05 – ICD-10-CM Coding Chapters 12-21

### Week 3

Chapter 06 – Introduction to CPT®, Surgery Guidelines, HCPCS, and Modifiers  
Chapter 07 – Integumentary System

### Week 4

Chapter 08 – Musculoskeletal System  
Chapter 09 – Respiratory, Hemic, Lymphatic, Mediastinum, Diaphragm

### Week 5

Chapter 10 – Cardiovascular System

### Week 6

Midterm Exam & Review of chapters 1-10

### Week 7

Chapter 11 – Digestive System  
Chapter 12 – Urinary System and Male Genital System

### Week 8

Chapter 13 – Reproductive Systems, Female Genital System, and Maternity  
Chapter 14 – Endocrine System and Nervous System

### Week 9

Chapter 15 – Eye and Ocular Adnexa, Auditory Systems  
Chapter 16 – Anesthesia

### Week 10

Chapter 17 – Radiology  
Chapter 18 – Pathology/Laboratory

### Week 11

Chapter 19 – Evaluation and Management

### Week 12

Chapter 20 – Medicine  
Chapter 21 – What Lies Ahead  
Final Exam