

# COURSE SYLLABUS

<b>Course Title:</b>	CPC (Certified Professional Coder) Certification Review	<b>Date submitted:</b>	<b>12/06 (07-01)</b>
<b>Department:</b>	Business and Technology		
<b>Curriculum:</b>	Business Office Technology		
<b>Course Descriptors:</b> Make certain that the course descriptors are consistent with college and Board of Trustees policies, and the current course numbering system.	<b>Course Code:</b> (eg. ACC 101) <span style="border: 1px solid black; padding: 2px;">BOT*298</span>	<b>Prerequisites:</b>	
	<b>Course Type:</b> <span style="border: 1px solid black; padding: 2px;">x</span>	C- or better in Medical Coding II or permission of the Program Coordinator	
	A: Clinical B: Lab D: Distance Learning I: Individual/Independent L: Lecture M: Seminar N: Internship P: Practicum U: Studio X: Combined Lecture/Lab Y: Combined Lecture/Clinical/Lab Z: Combined Lecture/Studio		
	<b>Credit Hours:</b> <span style="border: 1px solid black; padding: 2px;">3</span>	<b>Corequisites:</b>	
	<b>Developmental:</b> (yes/no) <span style="border: 1px solid black; padding: 2px;">No</span>	None	
	Lecture: <span style="border: 1px solid black; padding: 2px;">3</span>		
	Clinical: <span style="border: 1px solid black; padding: 2px;">0</span>		
	<b>Contact Hours:</b> Lab: <span style="border: 1px solid black; padding: 2px;">0</span>		
	Studio: <span style="border: 1px solid black; padding: 2px;">0</span>	<b>Other Requirements:</b>	
	Other: <span style="border: 1px solid black; padding: 2px;">0</span>	None	
TOTAL: <span style="border: 1px solid black; padding: 2px;">3</span>			
<b>Class Maximum:</b> <span style="border: 1px solid black; padding: 2px;">24</span>			
<b>Semesters Offered:</b> <span style="border: 1px solid black; padding: 2px;">f</span>			
<b>Catalog Course Description:</b>	This course will prepare students to take the national CPC (Certified Professional Coder) exam administered by <b>American Academy of Professional Coders</b> . It is a continuation of concepts introduced in Medical Coding I and II. Students will receive supplemental information on CPT, ICD-9 and HCPCS codes and a review of code descriptions and coding regulations for all three coding categories. Prerequisites: C- or better in Medical Coding II or permission of the Program Coordinator.		
<b>Topical Outline:</b> List course content in outline format.	<ol style="list-style-type: none"> <li>1. Introduction to the review program                         <ol style="list-style-type: none"> <li>a. Review coding and the purposes codes serve</li> <li>b. The importance of being a coder and the ethical responsibilities</li> <li>c. Preparing for the exam</li> </ol> </li> <li>2. Review of CPT coding rules                         <ol style="list-style-type: none"> <li>a. Review of evaluation and management codes</li> <li>b. Define E/M places of service: Outpatient, Intensive Care, Inpatient and Emergency services</li> </ol> </li> <li>3. Anesthesia and modifiers                         <ol style="list-style-type: none"> <li>a. Anesthesia payment formula</li> <li>b. Modifiers in anesthesia</li> </ol> </li> <li>4. Introduction to surgery and integumentary system                         <ol style="list-style-type: none"> <li>a. Surgery section format in the CPT manual</li> </ol> </li> </ol>		

- b. Understand surgical packages, bundling, and unlisted procedures
- 5. General surgery
  - a. Understanding the coding process for general surgical procedures
  - b. Understand and distinguish surgical procedures involving endoscopy
- 6. Radiology section
  - a. Review of radiology terminology
  - b. Coding of radiology procedures and treatments
  - c. Coding of radiation and dosimetry procedures/treatments
- 7. Medical and level II National Codes
  - a. Review coding of immunization and vaccination treatments
  - b. Coding of injections consisting of therapeutic, influenza, and toxoids
  - c. History of National Level coding
- 8. Overview of ICD-9CM
  - a. Review and understanding the ICD-9 format and conventions
  - b. Review of the alphabetic index Volume II
  - c. Review and understanding of the ICD-9 Tabular List
  - d. Review of manifestation of disease and etiology
- 9. Coding of Neoplasm's and diseases
  - a. Distinguish and select correct codes for neoplasm's (tumors) based on size
- 10. Injuries, industrial accidents, and mental disorders
  - a. Distinguish and select correct code for all injuries including accidents and self-inflicted
  - b. Select correct code for industrial accidents, external causes, and poisoning
  - c. Select correct codes for mental disorders
- 11. Examination practice tests
  - a. Preparing for the CPC exam
  - b. Timed quizzes (CPT and ICD-9)
- 12. CPC exam I (Practice test)
  - a. Review of test results
- 13. Certification process
  - a. Exam expectations
  - b. Selected review topics

**Outcomes:**  
Describe measurable skills or knowledge that students should be able to demonstrate as evidence that they have mastered the course content.

**Upon successful completion of this course, the student will be able to do the following:**

**COURSE:**

- 1. Differentiate between the coding of a diagnosis and the procedure.
- 2. Apply ICD-9-CM, HCPCS, and CPT diagnostic codes to code surgical procedures, medical procedures, and clinical diagnosis for insurance and Medicare/Medicaid payment.
- 3. Apply the research process in the selection of proper codes in the CPT and ICD-9 CM manual.
- 4. Identify and apply the correct code for insurance billing and payment in a timed environment and in a CPC (Practice Test) setting.

**PROGRAM:**

- 8. Relate computer knowledge, communication skills, problem-solving techniques, and business

procedures to business applications in a work environment; and take pride in completing a project in an accurate, proficient, and timely manner.

9. Display decision-making ability in order to function with a minimum of supervision.
11. Display responsibility, sociability, self-management, integrity, honesty, and confidentiality; extend these attributes to facilitate cooperative working relationships with others; and develop interpersonal and team-participation skills for working effectively with others.
12. Embrace the concept of lifelong learning to keep up-to-date with current practices and technology in the field.
14. Display a positive attitude when dealing with others, regardless of their level or status.

#### **GENERAL EDUCATION:**

##### **1. Communication**

###### **1.3 Listening: Listens effectively and critically**

- 1.3.2 Level 2: applies listening processes by analyzing contexts and responding to inquiries

##### **2. Critical Thinking**

###### **2.1 Selects and evaluates information**

- 2.1.2 Level 2: evaluates relevant information for its accuracy and completeness

###### **2.4 Solves problems and makes decisions**

- 2.4.3 Level 3: demonstrates insight appropriate to the discipline and applies knowledge to solve problems and make decisions

##### **3. Information Literacy**

###### **3.2 Understands the issues surrounding access to and use of information**

- 3.2.2 Level 2: comprehends the ethical and legal issues surrounding access to and use of information as applied to a particular discipline

##### **7. Quantitative and Scientific Reasoning**

###### **Quantitative Reasoning:**

###### **7.4 Evaluates problem-solving processes**

- 7.4.2 Level 2: assesses the effectiveness, value, accuracy of models, problem solutions or processes vis-à-vis task objectives

##### **8. Values, Ethics, and Citizenship**

###### **Ethics:**

###### **8.3 Demonstrates ethical behavior and social responsibility**

- 8.3.3 Level 3: appreciates and adheres to professional ethical standards

#### **Evaluation:**

List how the above outcomes will be assessed.

#### **Assessment will be based on the following criteria:**

Student performance will be measured by quizzes, timed coding tests and the CPC Exam (Practice Test).

<p><b>Instructional Resources:</b></p> <p>List library (e.g. books, journals, on-line resources), technological (e.g. Smartboard, software), and other resources (e.g. equipment, supplies, facilities) required and desired to teach this course.</p>	<p><b>Required: Computer lab classroom.</b></p>
<p><b>Textbook(s)</b></p>	<p>Refer to current academic year required textbook printout.</p>