COURSE SYLLABUS

Course Title:	CPC (Certified Professional Coder) Certification Review	**Date submitted:**	**October 2007** (08-34)
Department:	Business and Technology		
Curriculum:	Business Office Technology		

Course Descriptors: Make certain that the course descriptors are consistent with college and Board of Trustees policies, and the current course numbering system.	**Course Code:** (eg. ACC 101)	**BOT*298**	**Prerequisites:**	
	Course Type:	**x**	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			
	Credit Hours:	3	**Corequisites:**	
	Developmental: (yes/no)	No		
	Contact Hours: Lecture:	3	None	
	Clinical:			
	Lab:	0		
	Studio:	0		
	Other:			
	TOTAL:	3	**Other Requirements:**	
	Class Maximum:	24	None	
	Semesters Offered:	f		

Catalog Course Description:	This course will prepare students to take the national CPC (Certified Professional Coder) exam administered by American Academy of Professional Coders. 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.

Topical Outline: List course content in outline format.	1. Introduction to the review program
	    a. Review coding and the purposes codes serve
	    b. The importance of being a coder and the ethical responsibilities
	    c. Preparing for the exam
	2. Review of CPT coding rules
	    a. Review of evaluation and management codes
	    b. Define E/M places of service: Outpatient, Intensive Care, Inpatient and Emergency services
	3. Anesthesia and modifiers
	    a. Anesthesia payment formula
	    b. Modifiers in anesthesia
	4. Introduction to surgery and integumentary system
	    a. Surgery section format in the CPT manual
	    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 (turmors) 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. Understand and apply terminology used in today's technological business office; and organize, maintain, interpret, and communicate information using computers when appropriate.

2. Keyboard with speed and accuracy that meets industry standards. Key and format business documents and demonstrate proofreading skills.

3. Demonstrate and apply knowledge and skill utilizing transcription equipment; records management; mathematical skills in formatting documents; and preparing resumes, applications and follow-up letters.

4. Research and write a report using the library, the Internet, interviews, and other sources, and present an oral report.

5. Demonstrate decision-making ability; acquire and utilize information to solve problems; demonstrate computer knowledge; communication skills and business procedures using ability-based projects; and demonstrate responsibility, positive attitude, self-management, honesty, and confidentiality.

6. Develop a portfolio that showcases talents, promotes self-evaluation, and provides validation for employment or promotion.

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).

Instructional Resources: 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.	**Required: Computer lab classroom.**
Textbook(s)	Refer to current academic year required textbook printout.