



Introduction to Outpatient Course Syllabus

Prerequisites: CRC credential or completed Introduction Risk Adjustment.

Clock Hours: 72 (Note: 72 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: Instructor led course for 12-weeks. Enrollment begins each year in August.

For self-paced, the course is to be completed at student's own pace by the end of the current year. Self-paced enrollment date begins at date of purchase.

Class Hours: Days/Times Per Week: The instructor led course, is an online course, held on Tuesdays and Thursdays from 5:30pm to 8:30pm CST. Student must login during training and may login to the course at their own time schedule.

Self-Paced, is an online course, independent self-study. Student may login to course at their own time schedule, no specific login times.

Certificate of Completion Issued: Yes

CEUs: 40 CEUs upon completion

Course Description: An instructor led course covering the learn principles of physician outpatient medical coding utilizing the CPT®, ICD-10- CM and HCPCS Level II code set. This course is recommended for anyone who is preparing for a career in medical coding for a physician's office. For COC, this course covers the principles of facility coding for hospital and ambulatory surgery center settings. This course is recommended for the student preparing for a career in medical coding in an outpatient hospital/facility and ASC setting.

Course Objectives:

- Identify the purpose of the CPT®, ICD-10-CM Code Set, and HCPCS Level II code books
- Apply coding conventions when assigning procedure codes
- Identify the information in appendices of the CPT® manual
- 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
- 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, quizzes, practical applications, interactive 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 12-weeks for the instructor led.

For self-paced, students have until the end of the current year to complete the course to earn a certificate of completion.

Successful course completion includes:

- An attempt on all chapter quizzes & practical applications
- A passing score of 70% or higher on all chapter review exams
- A passing score of 70% or higher on the final exam
- An overall final course score of 70% or higher
- Must score at least 80% overall final course score to receive a certificate of completion

Required Code Book (Not Included):

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

Required code book may be purchased through AAPC or any major bookseller.

Computer Requirements: High-speed Internet connection & Web browser; Adobe Acrobat Reader. For best experience, use of a mobile device is not recommended.