



World Education

855-201-6910

<http://worldeducation.net>

Student Name:

Start Date:

End Date:

# Certified Medical Coder

## WE-HF-23501

### Training Plan information

**Program Clock Hours:** 845

**Duration:** 12 months

**Certification:** CPC

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#### Description:

Medical Coders are one of the most vital members of any healthcare staff. They are responsible for processing patient data such as treatment records and related insurance information, coding patients diagnosis, and requesting payment from insurance companies. Without these specialist healthcare providers would not receive compensation for their valuable services. According to the U.S. Bureau of Labor Statistics, jobs for certified medical coders will increase 22 percent through the year 2022 making this the fastest growing healthcare career. The 2016 median income for a certified medical coder was between \$29,360-\$51,850, this varies depending on location and experience level. Whats in this program? This program consists of five individual courses, Medical Billing and Coding, Medical Terminology, Anatomy & Physiology, ICD-10 Coding, and Electronic Health Records Management. Each of these courses will provide the knowledge and skills required to be successful in the billing and coding field. In this complete program learners will learn a basic knowledge of medical terminology and anatomy & physiology, how to process insurance claims, how to complete insurance forms, trace claims, appeal denied claims, proper coding using CPT, ICD-10, and HCPCS, and the organization and use of the provided coding manuals. Included Certification! Included with this program is the exam preparation material and an exam voucher for the American Academy of Professional Coders (AAPC) Certified Professional Coder (CPC) Certification Exam. Learners also receive one year membership to the AAPC and the recommended CPT, ICD, and HCPCS manuals (included manuals are AAPC approved for use during the certification exam). \*\*To sit for the CPC exam candidates must have at least two years medical coding experience. Those who pass the CPC exam but do not have the required experience will be designated as an Apprentice (CPC-A) on their certificate.\*\* To remove your apprentice designation via on-the-job experience, you must obtain and submit two letters of recommendation verifying at least two years of on-the-job experience. OR Submit proof showing completion of at least 80 contact hours of a coding preparation course AND one letter, on letterhead, signed from your employer verifying one year of on-the-

job experience.

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**Certification:**

After completing this program students will be prepared to sit for the AAPC's Certified Professional Coder (CPC) exam. Included in the program tuition is a voucher for the certification exam, one year membership fee to AAPC, AAPC's CPC practice exam bundle, AAPC's CPC Study Guide, and the recommended CPT, ICD, and HCPCS manuals (included manuals are AAPC approved for use during the certification exam). The CPC examination consists of questions regarding the correct application of ICD-10-CM diagnosis codes used for billing professional medical services to insurance companies. Examinees must also demonstrate knowledge on proper modifier use, coding guidelines and regulatory rules. A CPC must have at least two years medical coding experience (member's with an apprentice designation are not required to have two years medical coding experience.) Membership is required to be renewed annually and 36 Continuing Education Units (CEU's) must be submitted every two years for verification and authentication of expertise. Due to the level of expertise required of medical coders, AAPC expects certified coders to be able to perform not only in an exam setting but also in the real world. In addition to passing the certification exam, coders will also be required to demonstrate on-the-job coding experience. Those who pass the CPC exam but have not yet met this requirement will be designated as an Apprentice (CPC-A) on their certificate. CPC-A Status: Members with an Apprentice designation are still required to submit annual CEUs while completing the coding job requirement.

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**Outline:**

Upon successful completion of this program, learners will display proficiency in the following areas: The International Classification of Diseases (ICD), Current Procedural Terminology (CPT), and Healthcare Common Procedure Coding System (HCPCS) Coding Sets and Manuals Basic Medical Terminology and Anatomy & Physiology Third-party reimbursement claims and issues Tracing delinquent claims and insurance problem solving Coding modifiers HIPAA and Electronic Data Interchange (EDI) Federal regulations and compliance Coding for surgical procedures, radiology, pathology, and laboratory services Coding of evaluation and management services Importance of the medical record as a legal document Importance of data accuracy, consistency, completeness, and security of information The effect of confidential communication laws on the release of medical information and HIPAA

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**Required Materials:**

This program does not require any additional purchases of supplementary materials. This program includes the below listed materials: AAPC's CPC Practice Exam Bundle AAPC's CPC Study Guide Current Year AMAs CPT, ICD, and HCPCS Coding Manuals 2017 Step-by-Step Medical Coding by Carol J. Buck Workbook for 2017 Step-by-Step Medical Coding by Carol J. Buck Medical Terminology: Get Connected by Suzanne S. Frucht Pearsons Comprehensive Medical Assisting by Beaman Et Al Electronic Health Records Note: You must install the Medcin Student Edition of the software on a PC. The installation CD is packaged with this textbook. The software is not compatible with a Mac. \*\*Textbooks are shipped out after enrollment. Exam preparation material is shipped out after program completion.\*\*

**Instructor Description:**

We provide students with skilled facilitators. Facilitators who are well trained in our unique mastery methodology and provide one-on-one instruction to their students to ensure mastery of the course material. The facilitator is available to answer any questions a learner may have including questions on course content, course material, certifications, and even industry questions. Facilitators also monitor the progress of learners to ensure training retention and program advancement. In eLearning, motivation is a key tool to success. Because of this our facilitators provide encouraging comments, feedback, and coaching to motivate learners throughout the duration of the program to support completion and success!