THE SOCIETY FOR STRATEGIC CODERS™
Education Division of Health Care Consulting Services, Inc.

Distance Learning Program
Study at home with approved texts and qualified instructor

Professional Coder – Hospital Exam Prep Course
(Advanced course for CPC-H preparation)

Each student is assigned a qualified instructor!

Health Care Consulting Services, Inc.
PO Box 572, Medina, Ohio 44258-0572
Phone: 800-689-1727/ Email: HCCSincorp@aol.com
www.hccsincorp.com
Program Overview
This program is designed for experienced coders to gain expertise in hospital outpatient facility coding to prepare candidates seeking certification through the American Academy of Professional Coders (AAPC) as a Certified Professional Coder (CPC-H). This program is also designed to serve as a refresher course for coders who wish to improve their coding accuracy and efficiency.

Experience Level: This course is designed for medical coders with a minimum of two (2) years work experience in either a hospital facility or physician office. CPC, CCS-P and CCA coders are good candidates for this program.

_The course is not intended as an introduction to medical coding._

If you are new to coding, please call 800-689-1727 for career counseling and advice regarding this or other training programs available.

Before a student enrolls, it is important for the prospective student to understand the role of a CPC-H. What the AAPC has to say about those who earn their CPC-H certification:
Learning Objectives

The information below is from the AAPC web site describing the CPC-H certification. Our learning objectives are to prepare the student to take the current year CPC-H (Certified Professional Coder – Hospital) exam offered by the American Academy of Professional Coders (AAPC).

CPC-H certification from AAPC

“A Certified Professional Coder-Hospital (CPC-H) is an individual of high professional integrity who has passed a coding certification examination sponsored by the American Academy of Professional Coders (the Academy). The examination consists of questions regarding the correct application of CPT®, ICD-9-CM diagnoses and procedure codes used for billing facility services to insurance companies. A CPC-H must have at least two years coding experience and maintain yearly renewal and CEU requirements. A CPC-H is an individual who has achieved a certain level of knowledge and expertise in coding of services, procedures and diagnoses for outpatient facilities. The CPC-H’s responsibilities in regard to outpatient facility services may include:

- Determining accurate codes for diagnoses and procedures and/or verifying software choice for assignment of the CPT® and ICD-9 procedure codes for services performed in the outpatient facility
- Accurately coding all outpatient hospital diagnoses by applying Coding Clinic guidelines and using ICD-9-CM Volumes 1 and 2 effectively
- Accurately coding other outpatient services (ancillaries, supplies, etc.) using CPT® and HCPCS codes
- Determining and applying the proper modifiers to codes on outpatient hospital claims
- Having a working knowledge of APCs (Ambulatory Payment Classification) including payment status indicators
- Understanding the UB-04 billing form and its proper use
- Keeping current with changes, additions, or deletions that may apply the FL (field locators) on the UB-04
- Preparing and/or submitting completed UB-04 forms for services and procedures performed within the outpatient facility in a timely manner
- Understanding what the Charge Description Master (CDM) is, how it works, and how to update it periodically
Being familiar with the outpatient flow of data through the facility pertaining to patient encounters and procedures and understanding the importance of each step from the order to accounts receivable management.

Reviewing the acuity forms used to determine levels of facility evaluation and management services for comparison with documentation to make sure the appropriate level of service for the facility was chosen.

Keeping current with outpatient compliance and reimbursement policies, such as medical necessity issues and correct coding issues.

Performing various auditing duties related to outpatient facility coding in order to promote and maintain compliance with payor reimbursement policies and governmental regulations as well as Medicare/CMS guidelines.

Monitoring progress resulting from periodic internal audits.

Providing training in coding and compliance issues to facility coders and departmental coders, if applicable, on an ongoing basis.

Providing coding staff with up-to-date coding information from reliable, accurate sources, such as specific payors, the AMA, AHA’s Coding Clinic, and CMS, to name a few.

Implementing of new coding guidelines in a timely manner within the facility.

Updating patient information forms as necessary from time to time in keeping with effective records management.

Providing input in the revision of the CDM and the facility’s fees, as needed.

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CPC-H Prep Program-
Course Type is Distance Learning

(home study with a private tutor)

Self-directed distance learning program provided through a remote, qualified coding instructor by phone and Email. Study at home, on your own time. Assignments are sent by your instructor to guide you through your texts and study materials in an organized method to enhance your learning experience. You are expected to spend 4-6 hours a week, the same time commitment as a community college-level course throughout the same period as a college semester.

Program Structure - The course consists of structured, self-paced lessons and timed mock exams to prepare the student for the CPC-H exam. Students are expected to complete this course in 4 to 6 months or less. Students are encouraged to take the certification exam within four weeks after completing the prep program. Tuition does not include the cost of the certification offered by AAPC. Exam registration and fees must be paid directly to AAPC.
Course Administrator
Joanne Byron, LPN, BSNH, CPC, CHA is also a licensed coding instructor (PMCC licensed) through AAPC. Joanne has hospital and outpatient coding experience. She oversees this program and serves as an instructor. The program also has a Coordinator to assist the instructor and ensure availability to the student. Both the instructor and Program Coordinator may be reached by telephone and email Monday-Friday 9:00 am-5:00 pm EST, and other hours by arrangement. Contact information will be provided upon registration.

Course Instructor

Karen Drummond, CPC-I, CPC, CPC-H, PCS, FCS, CMC, ACS-RA, ACS-OB/GYN and CMBS-II

Ms. Drummond brings 20 years of experience and nine coding and billing certifications: CPC-I, CPC, CPC-H, PCS, FCS, CMC, ACS-RA, ACS-OB/GYN and CMBS-I. She serves on the national board of Advanced Coding Specialists in Radiology and OB/GYN. Karen is a past presenter for the American Academy of Professional Coders and has worked locally and nationally educating physicians and their staffs on documentation guidelines and coding concepts. She is also, an American Academy of Professional Coders approved PMCC instructor, who has taught medical billing and coding at Stark State College, Canton City Schools Adult Education, and Portage Lakes Career Center in Ohio. Currently she is teaching several coding on line courses. Karen has worked for two large hospitals teaching the residency program the documentation guidelines and as a coding manager. She is currently working for Health Management Resources which is a consulting firm in Salisbury, North Carolina providing audits and education for compliance for providers across the country.
Computer Requirements

Internet access, Email, Microsoft Word (Microsoft Office). PDF files will be sent and adobe acrobat reader (software required to read pdf files) can be downloaded free from www.adobe.com. Download the most recent version.

Cost
2010 Tuition Rates

AAPC, ACMCS, AHIMA, or AIHC Members: $1,900
Non-Members: $2,500

Financing Options

Payment can be made by check or credit card. You may be eligible for our 4.99% financing! Call 800-689-1727 to inquire more about this payment plan option.
Lessons

Each lesson is comprised of a reading assignment, homework exercises or activity, Internet research projects, web-based training modules offered to students throughout the course. Each lesson is expected to be completed per week. Because this is a distance-learning program, your instructor is willing to be flexible with each student, but the program should be completed so you can take the current year exam.

Coding Books Must be Supplied by Student (or employer)

Be sure you have AAPC approved books. Go to www.aapc.com for a list of approved coding books allowed during the certification exam

- Current Year CPT Book, AMA Professional Edition
- Current Year ICD-9-CM Volumes I & II (any publisher, AMA Edition is recommended)
- Current Year HCPCS Level II (Ingenix is recommended)

Materials and Texts Included in Course Tuition

Cost included in the Tuition Price – ordered and shipped directly to you

- American Academy of Professional Coders CPC-H Study Guide Text
- Clinical Coding Workout Text
- Web-Based training
CPC-H Exam Prep Curriculum Outline

*Each lesson takes approximately one week to complete.*

Lesson 1  Medical Terminology Review

Lesson 2  Comprehensive Med Term Exercises (quiz)

Lesson 3  ICD-9-CM volumes I & II – guidelines
Exercises Chapter 1 *Clinical Coding Workout*

Lesson 4  CMS  *Diagnosis Coding Using the ICD-9-CM (May 2007)* [Online] (75 minutes)

Lesson 5  Payment Methodologies for Outpatient Facilities, ED, ASC, OOPS compliance
CMS- *Uniform Billing (UB)-04* - (July 2008) [Online] (114 minutes)
CMS *Outpatient Code Editor (Updated January 2009)* [Online] (60 minutes)

Lesson 6  HCPCS Levels I & II Overview
CPT Coding process for facilities
Exercises Chapter 3 *Clinical Coding Workout –HCPCS level II coding*

Lesson 7  CPT Surgery Coding
Exercises Chapter 2 *Clinical Coding Workout* (surgery exercises)

Lesson 8  Diagnostic Tests – Radiology, Pathology, Laboratory
Exercises Chapter 2 *Clinical Coding Workout (Radiology, Path/Lab)*

Lesson 9  Medicine & Specialty coding
Exercises Chapter 2 *Clinical Coding Workout (Medicine)*

Lesson 10  *Clinical Coding Workout* : Category III Codes & Modifiers

Lesson 11  Practice Examination – evaluating readiness for CPC-H exam with instructor

Lesson 12  *Clinical Coding Workout* Chapter 5 – Case Studies from Ambulatory Health Records (Intermediate difficulty)

Lesson 13  *Clinical Coding Workout* Chapter 8- Cast Studies from Ambulatory health Records (Advanced difficulty)

Lesson 14  *Clinical Coding Workout* Coding Challenge – CPT & HCPCS level II modifiers, Outpatient rehabilitation cases

**Intense Exam Prep**
Certification Competency Exam (*Clinical Coding Workout*)
Program Policy

All courses MUST be completed within 12 months from time of registration.

Studying – on your own time, whatever is best for you! However, you must complete assignments timely and stay in touch with your instructor. Lack of weekly contact with your instructor can constitute discharge from the program.

The course is “pass/fail”, although assignments may be graded on a percent correct basis. This program is designed to prepare the experienced coder for one of the national certification examinations offered by AAPC, AHIMA or ACMCS.

Refunds

Please see our refund policy on our web site. Text books are included in tuition and this cost can not be refunded once texts are ordered. The first month’s instructor’s pay cannot be refunded. Refunds will only be considered if requested prior or during lesson. Please talk with your instructor prior before deciding to drop the course. Each situation will be managed on a case-by-case basis for special circumstance which can arise after enrollment.

Requirements

Students are required to have Microsoft Word and access to the Internet because our assignments will be sent via email.

Privacy

Each student interacts with his/her assigned instructor individually. Emails, faxes and mailed information are kept confidential and only used by HCCS when instructors report student progress to the Course Administrator or company president. Written permission will be requested if HCCS asks a student if course evaluation information can be used for marketing purposes. Grades will be released to any health care organization paying for training of the student without student permission when disclosure is made at time of enrollment that the student’s employer is financing such training and requires reports of grades by HCCS.
Enrollment

The attached enrollment form can be mailed, faxed or Emailed to HCCS. You can also phone your registration to (330) 241-5661.

Questions?

Please call 1-800-689-1727 toll free with any questions regarding these policies. Alternative numbers to call: (330) 241-5661 or Email your questions to: hccsincorp@aol.com.

All questions are good questions and should be asked if there is any hesitation about enrollment or more information you require about our program(s).

We also appreciated feedback on additional programs you would like for us to offer. The current programs were developed because of feedback from individuals like you!
# 2010 ENROLLMENT FORM

<table>
<thead>
<tr>
<th>Program</th>
<th>Date of Enrollment</th>
<th>Amount Due</th>
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<tbody>
<tr>
<td>CPC-H Prep Program</td>
<td></td>
<td>[ ] ACMCS, AAPC, AHIMA, AIHC $1,900 [ ] Non member 2,500</td>
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**Print Name**

**Email Address (required)**

**Home Street Address (where text books will be shipped)**

**Work Phone/Ext.**

**Fax**

**Home Phone**

**Why you are enrolling in this course (provide expected certification exam date)**

**Charge My Credit Card:**  [ ] VISA  [ ] MasterCard  [ ] Discover  [ ] American Express

Card #:_________________________ Expiration Date:____________ Sec. Code ________

**Credit Card Billing Address:**__________________________________________________________

Authorized

Name/Signature:__________________________________________________________

**CHECK #:________________**  AMOUNT ENCLOSED $_________

Make checks payable to:  HCCS

mail to: HCCS - PO Box 572, Medina Ohio 44258-0572

Call 800-689-1727 to phone in credit card registrations or ask questions about the course, financing or enrollment process