Dental Billing and Coding Course Syllabus

Prerequisites: Knowledge of medical terminology and anatomy (or AAPC courses) recommended.

Clock Hours: 13 (*Note:* 13 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: To be completed at student's own pace within a 1-year period or less. Enrollment date begins at date of purchase. Monthly course extensions may be purchased.

Class Hours: Days/Times Per Week: Online course, independent self-study, no classroom meetings; student may login to course at their own time schedule, no specific login times.

Certificate of Completion Issued: Yes

CEUs: 13 CEUs upon completion (AAPC certified prior to enrollment; some certifications excluded – see AAPC website for more details.)

Course Description: The student will learn principles of dental coding and medical cross coding and billing for dental related services. Training from CDT®, CPT®, ICD-10- CM and HCPCS Level II code set are presented. This course is recommended for anyone preparing for a career in a dental office or anyone interested in dental billing and coding related specialty training.

Course Objectives:
- Identify the purpose of the CDT®, CPT®, ICD-10-CM, and HCPCS Level II code books
- Understand and apply the official ICD-10-CM coding guidelines related to dental diagnoses
- Apply coding conventions when assigning diagnoses and procedure codes
- Identify and define the CDT® categories of service.
- Explain and contrast the dental and medical billing and revenue cycle process
- Assign codes for dental services using CDT, CPT®, ICD-10-CM, and HCPCS Level II codes
- Identify basic dental and oral cavity anatomy
- Apply dental terminology and universal tooth numbering system

Course Content:
- Dental specialties, Anatomy, and Terminology
- Overview of ICD-10-CM
- Neoplasms, Digestive, and Z-codes
- Introduction to CPT®, HCPCS Level II, and Modifiers
- Introduction to CDT by section
- Billing and Revenue Cycle
- Claim Forms
- Cross Coding
- Sleep Apnea, TMJ, Tissue Abnormalities, Third Molar Extractions
- Final Assessment

Methods of Evaluation:

The instructional methods used include reading assignments, interactive activities, audio/video lectures, quizzes, and a final assessment. To receive a certificate of completion, students must successfully complete the course within the allotted time frame of 1 year or less (monthly extensions may be purchased).

Successful course completion includes:
- A passing score of 70% or higher on all quizzes
- A passing score of 70% or higher on the final assessment
- An overall final course score of 70% or higher

No reduced hours in the course or tuition discount for previous education or training will be granted.

Included Reading Material:

1. Dental Billing and Coding; AAPC; AAPC Publisher; (available online only in PDF format, no textbook will be issued with this course)

Required Code Books (Not Included):

1. CDT® Dental Procedure Codes (current year), ADA publisher
2. CDT Coding Companion (current year), ADA publisher
3. CPT® Professional Edition code book (current year), AMA publisher
4. ICD-10-CM code book (current year), any publisher

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

Recommended Textbooks/Supplies (Not Included):

1. Medical dictionary, any publisher
2. HCPCS Level II code book (current year), any publisher

Computer Requirements: High-speed Internet connection with Blackboard supported Operating System & Web browser (see the "Course Requirements" tab: https://www.aapc.com/training/dental-coding-billing-training.aspx); Adobe Acrobat Reader. For best experience, use of a mobile device and Blackboard app is *not* recommended.

Course Enrollment Fee: Payment is due in full at time of enrollment. Fees listed do not include any required or recommended textbooks/supplies or computer requirements, which are to be purchased separately by the student. Prices are variable and subject to change, see AAPC website for most current enrollment fees: https://www.aapc.com/training/dental-coding-billing-training.aspx