



## **CIC™ Preparation Course Syllabus**

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

**Clock Hours:** 80 (*Note: 80 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 4-month 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. Students may email course content questions to coaching staff.

**Certificate of Completion Issued:** Yes

**Course Description:** The student will learn principles of medical coding related to ICD-10-CM and ICD-10-PCS. This course is recommended for anyone who is preparing for a career in medical coding for an inpatient facility and strongly recommended for anyone who is preparing for AAPC's CIC certification examination.

### **Course Objectives:**

- Understand the different types of hospital facilities and their departments including hospitals, teaching hospitals, critical access hospitals, ambulatory surgery centers (ASCs), and outpatient hospital departments
- Discuss documentation and coding standards for facilities
- Apply coding and conventions when assigning diagnoses and procedure codes
- Understand the official ICD-10-CM and ICD-10-PCS coding guidelines for diagnoses and procedures
- Understand the Uniform Hospital Discharge Data Set (UHDDS) coding guidelines
- Code a wide variety of patient services using ICD-10-CM and ICD-10-PCS coding guidelines
- Develop an understanding of how to code operative notes in the facility
- Navigate the business side of hospital inpatient services
- Differentiate between inpatient and outpatient services and payment methodologies (IPPS and OPSS)
- Understand the difference between MS-DRGs and APC assignments, and how those services are reported
- Review critical pieces in the billing and revenue cycle management process
- Develop an understanding of compliance in the hospital facility

### **Course Content:**

- Inpatient Facilities and Related Hospital Departments
- Anatomy and Medical Terminology
- Pharmacology
- Inpatient Documentation and Coding
- Inpatient Diagnosis Coding – General Guidelines
- Inpatient Diagnosis Coding – Chapter Specific Guidelines
- ICD-10-PCS Procedure Coding

- CMS and Inpatient Prospective Payment Systems
- Outpatient Prospective Payment Systems
- Regulatory and Payer Requirements
- Business in the Facility
- Compliance in the Facility
- Inpatient Coding Cases

**Methods of Evaluation:**

The instructional methods used include reading assignments, practice exercises, audio/video lectures, and chapter review exams. To receive a certificate of completion, students must successfully complete the course within the allotted time frame of 4 months or less (monthly extensions may be purchased).

Successful course completion includes:

- An attempt of all chapter quizzes
- A passing score of 70% or higher on all 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

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

**Included Reading Material:**

1. Medical Coding Training: CIC™ 2018; AAPC; AAPC publisher (available online only in PDF format, no textbook will be issued with this course)

**Required Code Books (Not Included):**

1. ICD-10-CM code book (2018 year), any publisher
2. ICD-10-PCS code book (2018 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

**Computer Requirements:** High-speed Internet connection with Blackboard supported Operating System & Web browser (see Course Requirements tab: <https://www.aapc.com/training/cic-online-medical-coding-training-course.aspx>); Adobe Flash Player; Adobe Acrobat Reader. For best experience, use of a mobile device 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/cic-complete-training-package.aspx>.