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

CEUs: 40 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 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 OPPS)
- 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™; 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 (2020 year), any publisher
2. ICD-10-PCS code book (2020 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.