CPMA® Auditing Training Course Syllabus

Prerequisites: Minimum of two years coding experience and coding certification strongly recommended.

Clock Hours: 20 *(Note: 20 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 3-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 AAPC instructor coaching staff.

Certificate of Completion Issued: Yes

CEUs: 20 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 auditing. In addition, there will be discussion of key areas of regulations, CIAs, medical record documentation and chart abstraction. This course is recommended for anyone who is preparing for a career in medical auditing and strongly recommended for anyone who is preparing for the AAPC CPMA certification examination.

Course Objectives:
- Define fraud and abuse and explain regulatory guidelines for key regulations
- Explain the impact of the OIG Work Plan and Corporate Integrity Agreements (CIAs)
- List the elements of compliance plans and identify potential compliance risk areas
- Identify National Correct Coding Initiative (NCCI) and Medically Unlikely Edit (MUE) risk areas
- Identify the purpose of recovery audit contractors and how to prepare for potential RAC audits
- Explain the HIPAA privacy rule, including details on protected health information, minimum necessary, sharing of information, and enforcement
- Identify medical record documentation standards and record retention standards
- Identify common errors found in documentation for evaluation and management, anesthesia, surgery, radiology, pathology and laboratory, and medicine services
- Explain the types of audits and the resources required for audits
- Define steps of the audit process and identify statistical sampling types and factors
- Explain aggregate analysis and when it is useful
- Explain the importance of discussing audit findings with the provider
- Provide practical application of auditing operative reports and evaluation and management services

Course Content:
- Compliance and Regulatory Guidelines including:
    - Fraud and abuse
    - Federal False Claims Act
    - Anti-Kickback Law
    - Stark Law

- - Exclusion Statute
  - Civil Monetary Penalties Law
  - Office of Inspector General (OIG)
  - Centers for Medicare and Medicaid Services (CMS)
- Medical Record Documentation Standards
  - HIPAA Privacy Regulations
  - Types and components of medical records
  - Accreditation standards

- Coding and Reimbursement Concepts
  - CPT® Guidelines
  - Evaluation and Management
  - Anesthesia
  - Surgery
  - Radiology
  - Pathology and Laboratory
  - Medicine including chemotherapy, psychotherapy, physical therapy
  - Modifiers
  - Diagnosis coding and medical necessity
  - Physicians at Teaching Hospital (PATH) Guidelines
- Auditing
  - Auditing process
  - Statistical sampling, utilization review, RAT-STATs
- Risk Analysis and Communication
  - Validation of audit results
  - Analysis and report of audit findings
  - Communicating audit results
- Practical Expertise
  - Practical audit skills utilizing cases for practical application
- Final Exam

Methods of Evaluation:

The instructional methods used include reading assignments, interactive audio/video lectures with quizzes included, chapter review exams, practical application cases, and a final exam. To receive a certificate of completion, students must successfully complete the course within the allotted time frame of 3 months or less (monthly extensions may be purchased).

Successful course completion includes:

- An attempt on all required assignments
- 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 Auditing Training: CPMA®; AAPC publisher (available online as eBook, no textbook will be issued with this course)

Required Code Books (Not Included):

1. CPT® Professional Edition (current year), AMA publisher

2. ICD-10-CM Code Set (current year), any publisher
3. HCPCS Level II (current year), any publisher

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

Computer Requirements: High-speed Internet connection with Blackboard supported Operating System & Web browser (see Course Requirements tab: https://www.aapc.com/training/cpma-complete-training-package.aspx); 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/cpma-complete-training-package.aspx.