University of Phoenix®
Professional Development

Medical Coding Fundamentals

Build a better you   **Skill-focused**   **Self-paced**   **Job-ready**

Course overview

This course was designed to help you build your real-world medical coding job skills in less than 30 hours. Learn how to use the Healthcare Common Procedure Coding System, (HCPCS), Current Procedural Terminology (CPT) codes, correctly identify medical procedures and services claims, effectively use modifiers with HCPCS and CPT codes and much more!

Skills you'll learn

• Utilize the ICD-10(-CM) manual when given patient medical information to assign the correct codes for claims purposes

• Utilize the CPT (Current Procedural Terminology) code books to correctly assign the code for the medical procedure or service as documented in the medical record

• Apply codes from the two levels of HCPCS (Healthcare Common Procedure Coding System) codes and correctly identify medical procedures or services claims to government (Medicare/Medicaid) or other payers that take HCPCS codes

• Identify how and when to add modifiers with HCPCS and CPT codes

Key topics

- Utilize Modifiers Manual to assign correct codes

- Utilize the ICD-10 Manual to assign correct codes

- Utilize the CPT Manual Manual to assign correct codes

- Utilize the HCPCS Manual to assign correct codes
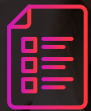
Course outline
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Course Introduction
- • Getting Started
- • Course Welcome

Module 1 - ICD-10 Manual and Codes
- • Introduction to the ICD-10 Manual
- • ICD-10 Basics, Format, and Code Retrieval
- • Training and Guidelines for ICD-10 Manual Use
- • ICD-10 Manual and Codes Key Terms
- • ICD-10 Manual and Codes Knowledge Check
- • ICD-10 Manual and Codes Skills Assessment

Module 2 - CPT Manual and Codes
- • Introduction to the CPT Manual
- • CPT Basics and Usage
- • Training and Guidelines for CPT Manual Use
- • CPT Manual and Codes Key Terms
- • CPT Manual and Codes Knowledge Check
- • CPT Manual and Codes Skills Assessment

Module 3 - HCPCS Manual and Codes
- Introduction to the HCPCS Manual
- HCPCS Coding for Beginners
- Coding Procedures and Guidelines for HCPCS Manual Use
- HCPCS Manual and Codes Key Terms
- HCPCS Manual and Codes Knowledge Check
- HCPCS Manual and Codes Skills Assessment

Module 4 - Modifiers for CPT and HCPCS Codes
- Introduction to CPT and HCPCS Code Modifiers
- Identifying CPT and HCPCS Code Modifiers
- Procedures for CPT and HCPCS Code Modifiers
- CPT and HCPCS Code Modifiers Key Terms
- CPT and HCPCS Code Modifiers Knowledge Check
- CPT and HCPCS Code Modifiers Skills Assessment

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