

# **L S CODING & EDUCATION LLC CATALOG**

## **AAPC Professional Medical Coding Classes**

An AAPC Certified Professional Coder (CPC) is the first line of defense against non-compliance and down-coding for any medical provider.

Certified coders help prevent legal difficulties, and ensure that providers receive full reimbursement in a timely manner.

Lynn Schoeler has been training Physicians and Coders for fourteen years. Lynn's students have a 10-15% higher success rate in passing the CPC Exam than the national average.

As an AAPC Licensed Instructor she provides the AAPC Professional Medical Coding Curriculum in a 126 hour classroom environment.

The Curriculum includes:

- Lecture
- Exercises
- Abstracting from Operative Reports
- End of Chapter Tests
- Final Exam

## **What is a Certified Coder (CPC)?**

A Certified Professional Coder (CPC) is an individual of high professional integrity, who has passed a coding certification examination sponsored by the American Academy of Professional Coders. The examination consists of questions regarding the correct application of CPT, HCPCS procedure and supply codes and ICD-9-CM diagnosis codes used for billing professional medical services to insurance companies. A CPC must have at least two years coding experience and maintain yearly CEU requirements. (18 CEU's)

### **CPC-Apprentice (CPC-A)**

A student who successfully sits for and passes AAPC's certification examination will be awarded the CPC certification if he/she has:

- At least two years full time coding experience
- Full-time is 32 or more hours per week.
  - Job must be either coding or coding related (CPT books used daily).
- One year experience may be waived for completing an 80+ hour coding course.
- Six months experience will be waived for completing a 40+ hour coding course.

Students lacking any of the above combination of coding experience and education who successfully sit for and pass the exam will be awarded the apprentice certification.

The same exam is administered.

Upon passing, the student will be sent a certificate stating the CPC-A credential has been earned.

The same amount of CEU's are due each year for both CPC and CPC-A credentials. (18 CEU's)

Once the student has completed the coding experience requirements, two letters of recommendation must be submitted to the AAPC. One letter from the students employer.

If part of the experience is waived for education one letter must come from the instructor.

Upon receipt and approval of the letters the "-A" will be dropped from the credential and a diploma will be issued.

# PMCC CURRICULUM AAPC TEXT

## **Chapter One Addendum Medical Coding and Compliance**

This chapter is meant to introduce the new coder to terms and issues surrounding his/her job as a medical coder. It also discusses the meaning of “compliance” in a medical setting and the ramifications of not having a compliance program. In addition, the importance of continuing education, accuracy and ethics pertaining to medical coding are discussed. The student is introduced to terminology pertaining to medical billing and compliance.

## **Chapter Two Addendum Anatomy and Word Elements**

A review of basic human anatomy, medical and surgical terms, and a review of how medical terms can be broken down into word elements to obtain word meaning are contained in this chapter.

## **Chapter Three Addendum Documentation and Coding Guidelines**

This chapter discusses terminology pertaining to documentation. It also addresses the variety of evaluation and management and procedure or operative note documentation guidelines and their implementation.

## **Chapter One Step by Step Introduction to CPT**

A high level overview of CPT is covered in this chapter. This chapter addresses the CPT format as well as how to use the CPT index. Topics include a review of the section numbers and their sequences, terminology and format. A discussion of the three levels of HCPCS coding conventions, a legend to explain HCPCS specific symbols, appendices and modifiers are provided. An in-depth presentation and review on how to search for various HCPCS codes are provided.

## **Chapter Two Step by Step Evaluation & Management**

This chapter addresses the coding conventions for identifying and selecting the appropriate evaluation and management service. The “key” components are defined and the determination of patient status, e.g., “new” versus “established” are addressed. AMA conventions for using time as a basis of selecting a visit are discussed along with consultations, emergency department services, critical care, preventive medicine and home care coding guidelines.

## **Chapter Three Step by Step Anesthesia**

A discussion of the ASA relative values, anesthesia guidelines, modifiers, code organization and crosswalk, as well as a review of the different types of anesthesia available for patients and the methods in which they are administered and covered in this chapter.

## **Chapter Four Step by Step Introduction to the Surgery Section and Integumentary Section**

This chapter presents the “global surgical package” concept and coding conventions. “Starred”, “separate” and “add-on” CPT procedure codes in great detail. CPT modifiers are examined in great depth. This information teaches the students how to use a set of coding rules for surgery, applying them across all anatomical subsection of

surgery codes. This chapter also includes an overview of anatomy and medical terms as they apply to the integumentary system. A discussion of procedures and techniques, e.g., debridement, repair, etc., lesion measurement, local treatment of burns and Moh's' micrographic surgery is provided.

### **Chapter Five Step by Step Musculoskeletal System**

This chapter includes an overview of anatomy and medical terms as they apply to the musculoskeletal system. This chapter covers CPT procedure and coding guidelines for incisions/excisions, introductions and removals, repairs and reconstruction, fractures, and dislocations as well as endoscopies, arthroscopies and arthrodesis of the musculoskeletal system.

### **Chapter Six Step by Step Respiratory System**

This chapter covers procedure and coding guidelines pertaining to the respiratory system. Topics include the respiratory process, endoscopic and sinus surgeries, procedure and coding explanations of the larynx, trachea bronchi, lungs and pleura.

### **Chapter Seven Step by Step Cardiovascular System**

Cardio-thoracic surgery of the heart, coronary arteries and great vessels present a special set of coding challenges, which are discussed in this chapter. Pacemaker and auto-defibrillator placement also come with a unique set of coding conventions that are covered in this chapter. Surgery on the vasculature for occlusive disease and aneurysms are also addressed. Therapeutic and diagnostic vascular procedures, such as creation of an A/V shunt for dialysis, venipuncture, vein stripping, and refilling of an implantable infusion port are all addressed in this chapter.

### **Chapter Eight Step by Step Female Genital System and Maternity Care and Delivery**

This chapter is an in-depth look at the female reproductive system for both gynecologic procedures and the conventions of coding for obstetrical care can be found in this chapter.

### **Chapter Nine Step by Step General Surgery I**

Digestive System

Urinary and Male Genitourinary System

### **Chapter Ten Step by Step General Surgery II**

Hemic and Lymphatic Systems

Edocrine System

Nervous System

Eye and Ocular Adnexa

### **Chapter Eleven Step by Step Radiology Section**

A discussion of radiological procedures and coding guidelines including: body positions and relationship terms, radiological supervision and interpretation codes, technique and equipment issues, diagnostic radiology, MRI's, ultrasounds, and radiation oncology are covered in this chapter.

### **Chapter Twelve Step by Step Pathology/Laboratory Section**

This chapter covers procedure and coding issues pertaining to pathology and laboratory. Topics include: organ and disease oriented panels, drug testing, therapeutic drug assays, consultations, hematology and coagulation, blood counts, hemograms and differentials, bone marrow procedures, blood clot studies, transfusion medicine, microbiology, anatomic pathology, and CLIA requirements.

### **Chapter Thirteen Step by Step Medicine**

This chapter discusses immunization and administration for vaccines/toxoids, therapeutic and diagnostic infusions, psychiatry, dialysis, gastroenterology, ophthalmology codes, cardiovascular codes, physical medicine, and other special services that are found in the Medicine section of the CPT-4 text.

### **Chapter Fourteen & Fifteen Step by Step ICD-9-CM**

This chapter covers all aspects of the ICD-9-CM text including medical necessity, coding guidelines and how-to-steps, coding conventions, coding tips, as well as a section devoted to the use and understanding of Volumes I and II are located in this chapter. Advanced ICD-9-CM coding.

### **Chapter Sixteen Step by Step Third Party Reimbursement Issues**

**Additional Reference Material Required:**

CPT-4 Current Year Published by the American Medical Association  
ICD-9-CM Volumes I and II Current Year Published by Ingenix  
HCPCS Level II Current Year Published by Ingenix  
(Books are available request an order form)

**Program Cost**

**Payable to the AAPC**

Membership Fee \$ 70.00 non-refundable

AAPC Membership fee is payable to the American Academy of Professional Coder's. This fee will be collected with your registration. Optional National Certification Exam Fee \$260.00 due 6 weeks before testing date.

**Payable to LS CODING & EDUCATION LLC**

Instructors Fee	\$ 1350.00
Text Books Fee due at Registration	\$ 200.00
Total Due to L S CODING & EDUCATION LLC	\$ 1550.00

**Payment of Text Book fee and Registration fee is due upon registration for online classes. Make check payable to L S Coding & Education LLC for Registration Fee and Text Book or pay online at [www.certifiedcodertraining.com](http://www.certifiedcodertraining.com)**

**Payment Plans are available online with PayPal.**

"Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor (FTC5-14-76.)"

## **Admission Policies**

Lynn Schoeler Educational Services does not discriminate on the basis of sex, ethnicity, religion, age, disability, or national origin in admission, access, in its program.

Applicants must be 18 years of age or older at the start of the program.

Applicants must have a High School Diploma or GED.

Applicants must have knowledge of the following subjects and provide information about where this knowledge was obtained.:

Medical Terminology

Human Anatomy/Physiology

This knowledge may be obtained through college courses, previous medical training, work & life experience.

## **Payment Policy Online Class**

All fees must be paid upon registration. Or participation in our PayPal Payment Plan.

## **Payment Policy Tucson Class**

**Deposit shall be paid at the time of registration.** The balance of the tuition and all other fees shall be paid on or before the first day of class.

## **Attendance Policies Tucson Class**

Students shall notify instructor in advance, if possible, of any anticipated absences.

Two absences are allowed for a class which meets twice a week. In addition students may miss two classes but are required to complete make-up work online the classes that were missed. A student is dropped from the curriculum upon the fifth absence.

**Procedure for makeup work:** The student will be notified by administration that he or she is exceeding the attendance policy and must contact the instructor directly to obtain to verify the classes were made up.

A student may not sit for a final exam until all makeup work is completed. If a student exceeds the allowable absences, a dismissal from the program is possible.

Online attendance is at the students own pace the student shall complete the course work within one years time from registration.

## **Tardiness Tucson Class**

Lynn Schoeler Instructor/Owner understands that this class is held in the evening after normal work hours, occasionally it will be necessary for a student to be tardy/late to class. Please enter the classroom in a quiet manner and take a seat in the back if at all possible.

## **Leave of Absence Tucson Class**

A request for Leave of Absence must be submitted in writing and the student must have been enrolled for 16 days.

A leave of absence entitles the student to return to the next available class.

## **The following costs may apply:**

Current Year AAPC Textbooks

Current Membership in the AAPC

Current Year Reference Materials required for the class:

CPT-4 Published by the AMA (American Medical Association)

ICD-9-CM Volumes I & II Published by Ingenix

HCPCS Level II Published by Ingenix

Leaves may be granted for jury duty, military reasons, or circumstances covered under the FMLA of 1993.

If a student fails to return from an approved leave of absence on the date indicated by the program on the approval for leave of absence, the student is considered to have withdrawn.

### **Reinstatement**

If a student is terminated for attendance or non-payment, the student may petition to be reinstated.

A student with excessive absences will need to have a plan to improve their attendance or make up the classes online.

A student terminated for non-payment must pay all fees due to be re-admitted to class.

### **Termination**

Failure to pay tuition in a timely manner is cause for dismissal. Other causes for dismissal from training would be attending class while under the influence of alcohol or illegal drugs and or behavior disruptive to the class.

### **Cancellation & Refund Policy Online Students**

In the event that a student is dismissed or cancels the enrollment contract, all refunds will be made according to the following policy.

**Termination Date:** The termination date for refund computation purposes is the last date of actual attendance by the student.

An applicant rejected from the program is entitled to a refund of all monies paid. The Applicant may cancel this contract and receive a full refund the amount paid to date, if cancellation is made in writing to Lynn C. Schoeler Instructor/Owner and mailed/delivered to the institution at the address stated above within three business days after signing this enrollment agreement and making an initial payment.

Tuition paid will be refunded to students officially withdrawn based on the following schedule:

- 100% of tuition before beginning class and up to 3 business days after signing the student contract and agreement.
- 50% if requested before 14 days or before logging into the website 8 times which is the equivalent of 2 weeks of class. No refund after 14 days (two weeks) or after logging into the website 8 times which is the equivalent of two weeks of the curriculum. Sessions are comprised of 2 per class day.

**Note: Business days are defined as Monday through Friday, excepting official holidays. The date used to calculate the refund is the date of official withdrawal or date of termination as described above..**

## **Exceptions to Refund Policy**

In the event of the following circumstances arise, the student enrolled in the course may request a refund by submitting a written Refund Request to Lynn Schoeler owner/instructor.

### **Refunds for Serious Illness**

A pro rata refund will be made to a student suffering from a serious illness that necessitates a withdrawal from the course as long as the request is made prior to the end of the course in which the illness occurs. The student must produce a verifiable doctor's statement certifying that the illness prevents the student from attending class(es).

#### **Refund for Death of Student or Student's Spouse, Parent or Child**

A 100% refund will be made to the student or the student's estate, in the event of death of the student or student's spouse, parent, or child that results in a withdrawal from the curriculum. The refund request must be made prior to the end of the curriculum in which the death occurs. The student must provide a death certificate or newspaper obituary notice with proof of relationship (i.e., birth certificate, marriage license, etc.). In the event of a student death, the estate must produce a death certificate.

All refunds will be made within 30 calendar days of institution receiving written notice of a student's withdrawal or of the institution terminating the enrollment of the student, whichever is earlier.

**Students on Leave of Absence** may attend the next class available without paying an additional instructors fee. The following costs may apply:

Current year textbooks

Current Membership in the American Academy of Professional Coders

Current Year Reference Materials require for the class:

CPT-4                                      Published by the AMA (American Medical Association)

ICD-9-CM Volumes I & II      Published by Ingenix

HCPCS Level II                              Published by Ingenix

# PMCC Syllabus

## Week One

Orientation

Chapter One **Medical Coding and Compliance**

## Week Two

Chapter Two **Anatomy and Word Elements Review**

Chapter Two Continued

## Week Three

**Exam Chapter One and Two Three Addendum**

Chapter One Step by Step

## Week Four

Chapter Fourteen Step by Step **ICD-9-CM**

Chapter Fourteen Step by Step

## Week Five

Chapter Fifteen Step by Step **ICD-9-CM**

Chapter Fifteen Step by Step **ICD-9-CM**

## Week Six

Chapter Fifteen Step by Step **ICD-9-CM**

Chapter Fifteen Step by Step **ICD-9-CM**

## Week Seven

Chapter Fifteen Step by Step **ICD-9-CM**

Chapter Fifteen Step by Step **ICD-9-CM**

## Week Eight

**Exam Chapters One, Fourteen and Fifteen Step by Step**

Chapter Two Step by Step **Evaluation/Management**

## Week Nine

Chapter Two Step by Step **Evaluation/Management**

Chapter Two Step by Step **Evaluation/Management**

## Week Ten

Chapter Two Step by Step **Evaluation/Management**

**Exam Chapter Two Evaluation/Management**

## Week Eleven

Chapter Three Step by Step **Anesthesia**

Chapter Three Step by Step **Anesthesia**

**Week Twelve**

Chapter Three Step by Step **Surgery and Integumentary**

Chapter Three Step by Step **Surgery and Integumentary**

**Week Thirteen**

Chapter Five Step by Step **Musculoskeletal**

Chapter Six Step by Step **Respiratory**

**Week Fourteen**

Chapter Six & Seven Step by Step **Respiratory and Cardiovascular**

Chapter Seven Step by Step **Cardiovascular**

**Week Fifteen**

Chapter Eight Step by Step **Female Genital System**

Chapter Nine & Ten Step by Step **General Surgery**

**Week Sixteen**

Chapter Nine & Ten Step by Step **General Surgery**

Chapter Nine & Ten Step by Step **General Surgery**

**Week Seventeen**

Chapter Nine & Ten Step by Step **General Surgery**

**Exam Chapter 3,4,5,6,7,8, 9, 10**

**Week Eighteen**

Chapter Eleven Step by Step **Radiology**

Chapter Eleven Step by Step **Radiology**

**Week Nineteen**

Chapter Twelve Step by Step **Pathology and Lab**

Chapter Twelve Step by Step **Pathology and Lab**

**Week Twenty**

Chapter Thirteen Step by Step **Medicine and Level II Codes**

Chapter Thirteen Step by Step **Medicine and Level II Codes**

**Week Twenty-One**

Chapter Sixteen Step by Step **Reimbursement Issues**

**Exam Chapters 11, 12, 13, 16 Step by Step**

**Week Twenty-Two**      **Review and prepare for Final**

**Final Exam**

**This is a sample syllabus ONLY.**

## **Student Academic Progress**

In order to be considered within the guidelines of satisfactory progress towards a certificate of completion, a student must maintain a 70% or above grade point average.

A certificate of completion is awarded upon completion of the 126 hour curriculum and completion of the final exam.

**Grading System:** Each Chapter is tested. Grades from each Test will be added and averaged throughout the curriculum. One re-test per chapter is allowed. All grades will be averaged.

**The National Certification is awarded by the American Academy of Professional Coders after successfully passing the National Examination.**

**Requirements for National Certification are as follows:**

A student who successfully sits for and passes the AAPC's certification examination will be awarded CPC certification if he/she has:

At least two years full time coding experience

Full time is 32 or more hours per week.

Job must be either coding or coding related (CPT books used daily)

One year experience may be waived for completing an 80+ hour coding course.

Six months experience will be waived for completing a 40+ hour coding course.

Students lacking any of the above combination of coding experience and education who successfully sit for and pass the exam will be awarded the apprentice certification.

The same exam is administered.

Upon passing, the student will be sent a certificate stating the CPC-A credential has been earned.

Once the student has completed the coding experience requirement, two letters of recommendation must be submitted to the AAPC.

One letter is required to come from the employer.

One letter is required to come from the instructor documenting the amount of education.

## **Requirements for National Exam Application American Academy of Professional Coders**

Required paperwork for applying to take the exam:

**Membership in the AAPC paid at registration.**

Student membership fee	\$70.00
Regular membership fee	\$120.00

### **Exam Payment**

PMCC student	\$260.00
All others	\$300.00

**Exam paperwork must be completed and received by AAPC at least six weeks prior to exam date:**

Membership Application Form  
National Exam Application  
National Exam Order Form  
Two Letters of Recommendation  
Employer Letter  
Instructor Letter

## **Student Complaint/Grievance Procedure**

Please address your complaint or grievance with Instructor/Owner Lynn Schoeler in writing.

Lynn will respond within 7 calendar days in writing.

If the student feels more action is needed, schedule a formal appointment with Lynn Schoeler request should be in writing.

If the issue is still not resolved you may contact:

The American Academy of Professional Coders  
2480 S 3850 West  
Salt Lake City Utah 84120

Telephone 800-626-2633

***“If the complaint can not be resolved after exhausting the institution’s grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details”***

**Arizona State Board for Private and Postsecondary Education  
1400 West Washington, Room 260  
Phoenix, Arizona 85007**

## **Continuing Education Credits**

Payment of course fee guarantees the students future attendance in this curriculum for Continued Education Credits for a materials fee of \$15.00 per hour class session, anytime during any future class of the same type offered by Lynn Schoeler Educational Services.

### **CEU Classes are offered in the following subjects:**

#### **E/M Auditing and Abstracting Chapter Seven Module**

Evaluation and Management Applications

This class addresses the variety of evaluation and management documentation guidelines and their implementation. It teaches the coder how to schedule and perform a chart audit. Discussion on frequency, prospective versus retrospective audits and sampling is provided. been achieved as a **CEU class**. This class is a 5 class program taught live in Tucson, or 10 class sessions online. Presented over 2 1/2 weeks.

15 CEU's	Course Fee	\$525.00
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#### **CPC-H Hospital Coder Test Preparation Class**

This class is designed for students that have already achieved certification as a CPC. It is a 6 week class 3 hours per day 2 days a week.

36 CEU's	Course Fee	\$825.00
Text Book	non-refundable	\$90.00

#### **ICD-10 Preparation Class**

16 CEU's	Course Fee	995.00 Includes Textbook
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#### **Medical Terminology Anatomy/Physiology Course**

24 CEU's	Course Fee	425.00 Includes Texbook
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***Current reference materials will also be needed.***

**Administration/Sole Administrator  
Lynn C. Schoeler, CPC, CPC-H Owner/Instructor  
655 North Alvernon Suite 109  
Tucson, Arizona 85711  
520-777-8853  
Toll Free: 866-737-3701**

**Lynn Schoeler is licensed by:  
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