



# Medical Coding Program: Syllabus

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## Instructor

Oliver So

## Credentials

RHIA  
CCS  
CDIP  
CPC  
CPC-I  
AHIMA ICD-10 Trainer

## Phone

(702) 863-9832

## Email

Oliver.So@HQCoding.com

## Office Location

Remote Office  
Yucaipa, CA

## Office Hours

Monday – Friday:  
10 AM – 6 PM

Weekends:  
By Appointment

## Course Overview

This program is designed to provide the students with a thorough understanding of the guidelines and professional usage of the current year's International Classification of Disease, Tenth edition (ICD-10-CM) as well as the Current Procedural Terminology (CPT) and the Healthcare Common Procedure Coding System (HCPCS Level II) code sets.

After completion of our program and the embedded internship, you will gain the skills to succeed as a medical coder. You will be eligible to sit for the American Academy of Professional Coders (AAPC) board exam: Certified Professional Coder (CPC®).

This program is designed to be completed in 16 weeks. Some students finish in less than 6 months, depending on personal schedule, prior commitments, etc.

Mentorship will be provided to students of our program after the program ends. HQ Coding Institute, LLC's mentorship will last until you get your first job as a certified medical coder.

## Required Text

1. International Classification of Diseases, 10<sup>th</sup> Edition (**ICD-10-CM**), 2020
2. Current Procedural Terminology (**CPT**), 2020 *American Medical Association (AMA only)*
3. Healthcare Common Procedure Coding System (**HCPCS**), 2020

## Required Materials

- High speed internet access
- Computer: laptop or desktop
- Personal phone

## Added study materials:

These materials are NOT required portion of the Medical Coding Program but will help you in becoming a successful medical coder.

1. **Crash Course** has an [Introduction to Anatomy & Physiology](https://www.youtube.com/watch?v=uBGl2BujkPQ) and they're divided into multiple parts, each video is usually 10-15 minutes in length. This is the first part of Anatomy & Physiology:  
<https://www.youtube.com/watch?v=uBGl2BujkPQ>

2. **JJ Medicine** has a [Medical Terminology – The Basics](#) videos. Each video is about 15 minutes and they're divided into multiple parts. <https://www.youtube.com/watch?v=04Wh2E9oNug>.
3. **PicmonicVideo** has a [Pharmacology Made Easy](#) videos and they're easy to follow. <https://www.youtube.com/watch?v=Z37UviMBXfk>.
4. **HQ Coding** will open a separate training for diagnostic coding. Contact your instructor to sign-up. [ICD-10-CM Coder Training](#).

### Resources

- American Academy of Professional Coders: [www.AAPC.com](http://www.AAPC.com)
- American Health Information Management Association: [www.AHIMA.org](http://www.AHIMA.org)
- Centers for Medicare & Medicaid Services: [www.CMS.gov](http://www.CMS.gov)
- AHA Coding Clinic: [www.codingclinicadvisor.com](http://www.codingclinicadvisor.com)

## Course Schedule

Week	Subject	Lecture contents
Week 1 <a href="#">8/22/2020</a> <a href="#">8-10 AM</a>	Chapter 1 – Coding as a Profession; Chapter 2 – Review of Human Anatomy & Medical Terminology  Orientation (5 mins.)	Introduction; who we are as coders, what we do as coders; schedule and apply for internship
Week 2 <a href="#">8/29/2020</a> <a href="#">8-10 AM</a>	Chapter 2 – Review of Medical Terms and Anatomy Part II Chapter 3 – Introduction to ICD-10-CM, 2020 Official Guidelines;	Basic internship starts after listening to lecture; students assigned charts to code
Week 3 <a href="#">9/5/2020</a> <a href="#">8-10 AM</a>	Chapter 4 – ICD-10-CM Coding Chapters 1-11;  *Lecture on deciphering a medical record	
Week 4 <a href="#">9/12/2020</a> <a href="#">8-10 AM</a>	Chapter 5 – ICD-10-CM Chapters 12-21, External codes/injury, neoplasm table, table of drugs	Third week of internship to incorporate CPT/HCPCS coding
Week 5 <a href="#">9/19/2020</a> <a href="#">8-10 AM</a>	Chapter 6 – Introduction to CPT, Surgery Guidelines, HCPCS, and Modifiers  *Deciphering OP report	
Week 6 <a href="#">9/26/2020</a> <a href="#">8-10 AM</a>	Chapter 7 – Integumentary System	

<b>Week</b>	<b>Subject</b>	<b>Lecture contents</b>
Week 7 10/3/2020 8-10 AM	Chapter 8 – Musculoskeletal System	
Week 8 10/10/2020 8-10 AM	Chapter 9 – Respiratory, Hemic, Lymphatic, Mediastinum, Diaphragm Chapter 10 – Cardiovascular System	
Week 9 10/17/2020 8-10 AM	Chapter 10 – Cardiovascular System Cont. ***Colonoscopy Coding***	
Week 10 10/24/2020 8-10 AM	Chapter 11 – Digestive System;	
Week 11 10/31/2020 8-10 AM	Chapter 12 – Urinary System and Male Genital System Chapter 13 – Reproductive Systems, Female Genital System, and Maternity	
Week 12 11/7/2020 8-10 AM	Chapter 14 – Endocrine System and Nervous System; Chapter 15 – Eye and Ocular Adnexa, Auditory Systems	
Week 13 11/14/2020 Pre-recorded lectures Review 8-10 AM	Chapter 16 – Anesthesia; Chapter 17 – Radiology; Chapter 18 – Pathology/Laboratory	
Week 14 11/21/2020 Pre-recorded lectures	Chapter 19 – Evaluation and Management	
Week 15 11/28/2020	Chapter 20 – Medicine	Resume writing, interview questions, what to expect... Next week is the board exam review and divided into 2 parts!
Week 16 12/5/2020 8 AM – 4 PM	Board Exam Prep	<b>Board Exam Prep is an all-day event, lasting approx. 6 HRS or more depending on student questions. Breaks will be provided in between.</b>
<b>12/12/2020</b>	<b>BOARD EXAM – TBA</b>	

Week	Subject	Lecture contents
Week 1-16		Please review and complete the weekly assignments and the 50-Question mock exam provided by the Coding Educator as these materials will supplement your knowledge and skills so that you can pass the CPC board exam.

**Refund Policy**

Please be advised that the refund policy for HQ Coding Institute, LLC’s medical coding program is within the next 24 hours or 1 day after the instructor sends an access code. You may choose to drop at any time but you may not get refunded after the deadline to secure our program’s integrity.

**Please read and sign below. After signing below, please send to: [Oliver.So@HQCoding.com](mailto:Oliver.So@HQCoding.com).**

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**Student Agreement**

I, \_\_\_\_\_ (student’s printed name), have read the *Medical Coding Program – Syllabus* as provided by the HQ Coding Institute LLC. I also agree and follow the schedule as outlined above. Should I need to re-schedule a specific week, I will let the Director of Education, *Oliver So*, or the coding coordinator, *Dianne Cruz*, in advance so that they can accommodate my schedule further. I also understand that HQ Coding is not responsible for my lack of participation in the program. I have also read the *Refund Policy* stated above and agree.

Student’s Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_