



CERTIFIED CODING PROFESSIONAL – HOSPITAL (CCP-H) Certification Program

This hospital coding certification course (CCP-H) has been designed as an extension to the CCP credential. Upon completion of the CCP course and successfully passing our national certification exam for medical coders, the Certified Coding Professional may take this course to obtain an additional certification as a hospital based coder. A Certified Coding Professional will have completed the course materials outlined below as well as pass our national certification examination (CCP-H) specific to hospital coding. This course is also available to those who are already certified through another reputable credentialing organization. (See prerequisites below). This online 24/7 certification class is the only Hospital Coding course of its kind as this has been developed and is maintained by ©PHIA - Professional Healthcare Institute of America™.

This **6 week course** is available on-line in an audio/video streamed format. Here is how it works:

- The student listens to the lecture while watching the animated full-color format.
- When prompted by the instructor, the student follows along with the written material and completes exercises as if they were sitting in a physical classroom.
- Students may go back and review a lesson as many times as is needed in order to fully understand it.
- Students must complete assignments within the week and successfully pass a quiz in order to move on to the next week's lesson.
- Tests are graded immediately and you may view your student grade report any time.
- Each student will be assigned to a Faculty Advisor who is certified in coding for additional help if needed and to make sure the student is keeping up with the class.

Prerequisites:

- ◆ Must be a current certified coder in good standing with PHIA or another reputable credentialing organization. Call 502.473.8806 or 866.473.3036 or email us contactus@phia.com for listing.
- ◆ If you are certified through another organization you must also hold a current PHIA membership in order to take this course. PHIA membership fee is \$95.

Annual CEU Requirements: Six CEU's specific to hospital coding are required to maintain the CCP-H credential in addition to the 16 CEU's required to maintain the CCP credential.

Course Fee* – **\$849 includes CCP-H course textbook and CCP-H certification exam**
(members receive 10% off)

***Additional coding books** (DRG, ICD-9 Vol. 1 – 3) are required but are **not included** in the course fee.

DRG Book: \$101.96 member price (Shipping/tax not included. Book price subject to change.)

ICD-9-CM Vol. 1 – 3: \$84.96 member price (Shipping/tax not included. Book price subject to change.)

Registration Fee \$40 (If this is the first course you've taken with PHIA there is a one time, non-refundable fee)



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Once you have completed and passed the **CCP-H course** you are eligible to sit for our national **CCP-H certification exam**. The **certification exam** must be taken at a licensed proctoring facility in your area. For details, contact us through email at contactus@phia.com or call us at 502.473.8806 or 866.473.3036.

OUT OF AREA STUDENTS:

Once you have completed and passed the **CCP-H course** you are eligible to sit for our national **CCP-H certification exam**. The **certification exam** must be taken at a licensed proctoring facility in your area. **You** will need to make arrangements to sit for your certification examination with a licensed proctoring facility in your area (i.e., Library, Local Medical Society, etc.) and most will do this for free or nominal fee.

Please notify your faculty advisor at PHIA once a site has been secured and you will be provided with a form entitled “Certification Examination Guidelines for Out of State Students”. This will need to be completed by your proctor and mailed/faxed back to your faculty advisor for processing. Once the information on the form has been verified by PHIA the exam will be sent directly to the proctor, complete with instructions. You will be responsible for the postage required to send the exam back to PHIA for grading.

CCP-H COURSE START DATES FOR 2012

January 2nd
July 2nd

February 6th
August 6th

March 5th
September 3rd

April 2nd
October 1st

May 7th
November 5th

June 4th
December 3rd

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Course Outline

Week One	Orientation & Review of ICD-9-CM Volumes 1 & 2 The Official Guidelines for Coding and Reporting ICD-9-CM codes.
Week Two	Review of HCPCS and CPT-4 Review of coding rules for each chapter found in CPT
Week Three	Understanding how to use the CMS-1500 and UB-92 Claim Forms Understanding the differences between these two forms Modifier usage for outpatient facilities Ambulatory Payment Classifications (APC) Payment status indicators
Week Four	Coding Operative Reports Tools and guidelines for reporting codes from ICD-9-CM Volume 3
Week Five	Understanding how to locate and assign DRGs (Diagnosis Related Groups) Defining CCs (Complications and Comorbidities) Charge Description Master (CDM) – How does it work?
Week Six	Case Studies Final exam to prepare for certification exam Review for certification exam

Certification Exam – 5 Hours *Timed*



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