



## Certified Coding Professional (CCP) Certification Program

This comprehensive certification course will prepare the student for our national **Certified Coding Professional (CCP)** exam. The course will increase the experienced coder's knowledge of medical insurance coding as well as educate the non-experienced coder. A **Certified Coding Professional (CCP)** is directly involved in the correct assignment and coding of all procedures and services performed by the physician/provider. The CCP certification is a most valued tool in complying with correct coding, auditing and Fraud and Abuse issues. This online 24/7 certification class is the only national Certified Physician Coding course of its kind as this has been developed and is maintained by @PHIA - Professional Healthcare Institute of America™.

This **19 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:

- ◆ Two letters of recommendation required.
- ◆ High School Diploma or GED
- ◆ Minimum of two years actual medical coding experience **OR**
- ◆ Completion of the **Medical Terminology/Anatomy** and **Fundamentals of Billing & Coding** courses\*

\* "Experienced" students can opt to "test out" of the **Medical Terminology/Anatomy** and **Fundamentals of Billing and Coding** Course before going in to the FOBC course. RN's are not required to test out of the MTA course before going in to the FOBC course. A score of 75% or greater is required. For details or questions contact us through email at [contactus@phia.com](mailto:contactus@phia.com) or call us at 502.473.8806 or 866.473.3036.

Once you have completed and passed the **CCP course** you are eligible to sit for our national **CCP 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](mailto:contactus@phia.com) or call us at 502.473.8806 or 866.473.3036.

**Annual CEU Requirements:** 16 hours of qualifying CEU's will be required annually. Prior approval is suggested.

**Course Fee\*\* – \$2495 includes PHIA membership (1 year), CCP certification exam and the following textbooks:**

CCP Textbook Volumes 1 and 2  
CCP Study Guide  
HCPCS Level II Expert

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

\*\* **Course Fee - \$2295** for those who have *recently completed* the Fundamentals of Billing and Coding (FOBC) course and will be using the same year CPT, ICD-9 and HCPCS books.



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**Please note:** ICD-9-CM Expert for Physicians Volumes 1 & 2 and CPT-4 Professional edition are also needed for this course. If you did not take the FOBC course you will need to purchase these separately. For details contact us through email at [contactus@phia.com](mailto: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 course** you are eligible to sit for our national **CCP 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 COURSE START DATES FOR 2012

January 9 <sup>th</sup> July 9 <sup>th</sup>	February 6 <sup>th</sup> August 6 <sup>th</sup>	March 5 <sup>th</sup> September 3 <sup>rd</sup>	April 9 <sup>th</sup> October 8 <sup>th</sup>	May 7 <sup>th</sup> November 5 <sup>th</sup>	June 4 <sup>th</sup> December 3 <sup>rd</sup>
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### CCP Course Outline

#### HCPCS & Compliance Issues

1. Levels of HCPCS
2. OIG Compliance Standards

#### ICD-9-CM

1. Volume 1 and Volume 2
2. E Codes
3. V Codes

#### CPT-4, Modifiers, and Index

1. CPT Symbols
  2. Using the CPT Index
  3. Modifiers
- EXAM**

#### Medicine

1. Immunizations/Administration
2. Psychiatry
3. Dialysis
4. Special Services
5. Allergy

**EXAM**

#### Anesthesia & Pain Management

1. Physical Status Modifiers
2. Types of Anesthesia & Pain Management

**EXAM**

#### Radiology

1. Supervision and Interpretation Codes
2. Procedures

**EXAM**

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### Pathology and Laboratory

1. CLIA Requirements
2. Procedures  
**EXAM**

### Evaluation and Management Services & Guidelines

1. The Three Key Components
2. Selecting a Level of E/M Service
3. New Patient vs. Established Patient
4. Observation Services
5. Inpatient Services
6. Consultations
7. Emergency Department Services
8. Critical Care Services
9. Nursing Facility Services, Domiciliary, Rest Home, Custodial Care, and Home Services
10. Prolonged Services, Case Management, Care Plan Oversight Services
11. Preventive Medicine
12. Newborn Care and Special E/M Services
13. Performing an Audit
14. Coding Examples  
**EXAM**

### E/M Auditing

### Mid-Term Review Mid-Term Exam

### How to Code from the Operative Report

### Surgery/Global Package

1. Post-Op Periods
2. Global Surgical Package Inclusions/Exclusions
3. CPT Code 99024
4. Separate Procedures

### Surgery/Integumentary System

1. Terminology and Anatomy
2. Skin, Subcutaneous, and Accessory Structures
3. Incision and Drainage
4. Debridement
5. Paring or Cutting
6. Biopsy
7. Removal of Skin Tags
8. Shaving of Epidermal or Dermal Lesions
9. Excision of Benign and Malignant Lesions
10. Nails
11. Introductions
12. Repairs, Grafts and Flaps
13. Ulcers
14. Burns

### Surgery/Integumentary System (con't)

15. Destruction of Lesions
16. Mohs Micrographic Surgery
17. Breast Incision, Excision, Introductions and Repairs and/or Reconstructions  
**EXAM**

### Surgery/Musculoskeletal System

1. Incisions/Excisions
2. Introductions or Removals
3. Fractures/Dislocations
4. Manipulation
5. Arthrodesis
6. Amputations
7. Repair/Reconstructions
8. Casts and Strapping
9. Endoscopy/Arthroscopy  
**EXAM**

### Surgery/Respiratory System

1. Procedures of the Nose
2. Procedures of the Accessory Sinuses
3. Procedures of the Larynx
4. Procedures of the Trachea and Bronchi
5. Procedures of the Lungs and Pleura
6. Lung Transplantation
7. Endoscopies  
**EXAM**

### Surgery/Cardiovascular & Lymphatic System

1. Procedures of the Heart and Pericardium
2. Pacemaker or Pacing Cardioverter-Defibrillator
3. Cardiac Valve Procedure
4. Heart/Lung Transplants
5. Procedures of the Arteries and Veins
6. Angioplasty
7. Venipuncture needle or catheter for diagnostic study or intravenous therapy
8. Shunts  
**EXAM**

### Interventional Radiology – The Basics

### Surgery/Digestive System

1. Endoscopic Retrograde Cholangiopancreatography (ERCP)
2. Endoscopies  
**EXAM**

### Surgery/Urinary Systems

Procedures

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### Surgery/Genitourinary System – Male

Procedures

### Surgery/Genitourinary System – Female

Procedures  
**EXAM**

### Surgery/Endocrine and Nervous Systems

1. Thyroid/Parathyroid procedures
2. Craniectomy/Craniotomy procedures
3. Skull surgery
4. Laminotomy/Laminectomy procedures
5. Neuroplasty/Neurorrhaphy procedures

### Surgery/Eye, Ear and Ocular Adnexa

1. Eyeball
2. Anterior Segment/Posterior Segment
3. Ocular Adnexa
4. Conjunctiva
5. External/Middle/Inner Ear
6. Temporal Bone, Middle Fossa Approach
7. Operating Microscopes  
**EXAM**

### Final Review and Timed Final Exam Certification Exam (scheduled) – 5 hours (Timed)

*Please note: The order of topics studied may change.  
Please see your online syllabus for the order of topics.*

### Certified Coding Professional Exam

The **CCP Exam** consists of **3 sections**. Each section is timed at 1 hour and 45 minutes each. There is a **10 minute** break between each section.

You must pass each section with a **75% or better** to receive your **CCP** designation. If you do not pass one or more sections you only retake the section(s) you failed.

**One complimentary retake** is included if needed.

If you would like a detailed description of the exam and protocol please email us at [contactus@phia.com](mailto:contactus@phia.com) or call 502-473-8806 or 866.473.3036. We will be happy to email or send you one.

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