

2011/12

Winter Classes

+HCP Pro  
**Certified Coder  
Boot Camp<sup>®</sup>**

**MASTER  
CODING SKILLS**  
and prepare for  
the CPC exam

CLASSES HELD  
ACROSS THE COUNTRY  
AND ONLINE!



LOOK INSIDE FOR DATES AND LOCATIONS!

# Certified coders code correctly, help their organizations **reduce audit risk, and get paid**

## Skilled and experienced coders help their organizations:

- Prevent denials and missed revenue
- Increase productivity
- Maintain compliance with the latest codes and rules

Using a combination of lecture, class discussion, and coding exercises, this intensive five-day course gives you the tools and confidence you need for all medical and surgical specialties, whether you are a new or veteran coder.

## Get certified and take your career to the next level

This course provides all the preparation you need for the American Academy of Professional Coders' (AAPC) CPC® exam.

## Master the skills to make your job easier

Get a solid foundation in coding principles and proper coding manual usage, along with the skills you need to tackle any coding challenge.

## Certified Coder Boot Camp®— see the HCPro difference for yourself.

<sup>HCPro</sup>  
**Certified Coder Boot Camp®**  
**ONLINE**

## Can't take a week away from work to train? Get the same training without the expense of travel!

Take the course online in one month.

Using a combination of online lecture, interactive course work, coding exercises, and instructor conference calls, this intensive four-week course provides education in all medical and surgical specialties. You'll receive the same content and instruction that you would experience at our classroom-based nationally-recognized Boot Camps, but you'll be taking the course from the convenience of your home or office.

### **Certified Coder Boot Camp®—Online** includes:

- Four weeks of video instruction
- Custom-designed course materials
- 24-hour access
- Live interaction with experts and your peers

## Who should attend?

- Coders
- Billers
- Medical records/health information managers/staff
- Clinical managers and department heads
- Finance and reimbursement managers/staff
- Physicians, nurse practitioners, and PAs
- Case Managers/CDI Specialists
- Auditors/claims analysts/compliance
- Registration manager/staff members
- Healthcare consultants, CPAs, lawyers
- Health plan and insurance personnel

## Are continuing education credits provided?

Yes! Visit [www.hcprobootcamps.com](http://www.hcprobootcamps.com) for complete information about continuing education credits. The **Certified Coder Boot Camp**<sup>®</sup> offers continuing education credits from the following organizations:

- American Academy of Professional Coders (AAPC)
- American Health Information Management Association (AHIMA)
- National Association of State Boards of Accountancy (NASBA)
- Healthcare Certification Compliance Board (HCCB)

## Are there any prerequisites?

Because of the fast-paced nature of the course, it is highly recommended that course participants have at least one year of experience working in a billing-related, administrative, or clinical position. However, the course starts with coding fundamentals and does not assume that participants have any particular background or experience. This course is taught on a basic to intermediate level.

## What books do I need to bring to class?

You'll need the current ICD-9-CM, CPT, and HCPCs Level II manuals. You can order these from HCPro. Call customer service at 800/780-0584.

## Is there a workbook?

Yes! You will receive a workbook of custom-designed course materials that are developed by instructors specifically for this intensive learning format.

## Will we do any coding exercises in class?

Yes! This is hands-on learning, and you will work on approximately 500 coding exercises, including a 150-question practice CPC exam and numerous operative reports. You'll also receive a printed answer key for all exercises, including the practice exam.

## What if I need extra help?

Class size is limited to ensure individual attention.

## Is this program rated well by past participants?

Yes! HCPro is the nation's first organization to offer boot camp training courses to healthcare coding professionals – conducting more than 50 **Certified Coder Boot Camps**<sup>®</sup> each year. Participants consistently give the course an overall rating of 4.93 or higher (on a 5.0 scale).

# COURSE AGENDA

## Module 1: Introduction and Coding Fundamentals

- Types of coding systems
- Levels of HCPCS coding
- Differences between ICD-9 vs. ICD-10

## Module 2: Diagnosis Coding (ICD–9–CM)

- Common conventions, symbols, and terminology in the ICD-9-CM coding manual
- Assigning ICD-9-CM codes based on the “Official Guidelines for Coding and Reporting”
- Assigning codes for the supplementary coding classifications (i.e., E codes and V codes)

## Module 3: Introduction to CPT; Evaluation and Management Services

- Categories of CPT codes
- Common symbols and terms used in the CPT manual
- Assigning evaluation and management codes by category and level
- Assigning evaluation and management specific modifiers (i.e., -24, -25, -57)

## Module 4: Coding Anesthesia Services

- Types of anesthesia
- Assigning CPT codes for anesthesia services when provided by an anesthesiologist or someone other than an anesthesiologist
- Physical status modifiers and qualifying circumstance add-on codes

## Module 5: Introduction to Surgery Coding and Coding Integumentary Procedures

- Identifying “separate procedures” and when they are reported
- Assigning surgical modifiers correctly
- Assigning CPT codes for:
  - Excision of benign and malignant lesions
  - Closure (simple, intermediate and complex)
  - Moh’s surgery
  - Adjacent tissue transfers
  - Breast procedures

## Module 6: Coding Musculoskeletal Procedures

- Identify the anatomy of the spine
- Assigning CPT codes for:
  - Fracture care
  - Spinal arthrodesis
- Reporting a CPT code for the application of a cast

## Module 7: Coding Respiratory Procedures

- Assigning CPT codes for:
  - Nasal endoscopic procedures
  - Laryngoscopy
  - Bronchoscopy

## Module 8: Coding Cardiovascular Procedures

- Assigning CPT codes for:
  - Pacemaker and defibrillation insertion and replacements
  - Coronary artery bypass grafting
  - Aneurysm repairs
  - Central venous access devices

## Module 9: Coding Digestive System Procedures

- Assigning CPT codes for:
  - Tonsillectomies and adenoidectomies
  - Digestive system and endoscopic procedures
  - Hernia repairs

## Module 10: Coding Urinary/Genital System, Obstetrics and Endocrine Procedures

- Assigning CPT codes for:
  - Open and endoscopic procedures in the urinary system
  - Open and endoscopic procedures in the male genital system
  - Hysterectomies and tubal ligations
  - Maternity care and delivery services
- Abortion procedures

## Module 11: Coding Nervous System Procedures

- Assigning CPT codes for:
  - Craniectomy/craniotomy procedures
  - Skull base surgeries
  - Injection procedures involving the spinal cord/spine
  - Neurostimulators

## Module 12: Coding Eye, Ocular, and Auditory Procedures

- Assigning CPT codes for:
  - Cataract extractions
  - Procedures to treat and prevent retinal detachments
  - Strabismus surgery
  - Procedures involving the auditory system

## Module 13: Coding Radiology Services

- Use of contrast in radiological procedures and when the administration of the contrast is separately reportable
- Assigning CPT codes for:
  - Diagnostic radiology procedures
  - Radiation therapy services
  - Nuclear medicine services
  - Interventional radiology procedures

## Module 14: Coding Pathology and Laboratory Services

- Identifying the use of “panels” in reporting for diagnostic laboratory procedures
- Distinguishing between a qualitative screening vs. a quantitative screening
- Assigning CPT codes for:
  - Diagnostic laboratory services
  - Surgical pathology including consults during surgery

## Module 15: Coding Medicine Services

- Assigning CPT codes for:
  - Supply and administration of vaccine/toxoids
  - Psychotherapy services
  - Dialysis services
  - Ophthalmological services
  - Cardiac catheterizations, percutaneous coronary angioplasty, and stent insertion procedures
  - Injection and infusion services

## Module 16: HCPCS II Coding

- Assigning HCPCS level II Codes and applicable modifiers

## NEED TO TRAIN A GROUP?

Bring the **Certified Coder Boot Camp**® to your organization. If you have a group to train, holding a Boot Camp at your organization is easy and cost-effective. Eliminate travel costs and enjoy a group discount while ensuring your staff is up to date on the latest regulations and guidelines. For more information on hosting a Boot Camp, call 800/780-0584.

### Additional Boot Camps offered by HCPro:

- » **Certified Coder Boot Camp**®—Inpatient Version
- » **Certified Coder Boot Camp**®—Online
- » **HCPro ICD-10 Basics Boot Camp**®—Live and Online

For a complete course listing and more information, including a current class schedule, visit [www.hcprobootcamps.com](http://www.hcprobootcamps.com), or contact us at 800/780-0584.

## GET READY FOR ICD-10

# HCPPro ICD-10 Basics Boot Camp™

### Combine your Certified Coder Boot Camp experience with the next step: ICD-10 Training

After you master ICD-9 coding with **Certified Coder Boot Camp**, take the next step and register for the **HCPro ICD-10 Basic Boot Camp**™.

This course will give you an introduction to the fundamentals of ICD-10 coding. You will learn the differences between ICD-9 and ICD-10 codes, understand major changes to official coding guidelines, and develop the confidence to tackle the new system. Our expert faculty will review the codes and provide practical examples for hands-on learning. The first day covers ICD-10-CM and is appropriate for coders in all settings. Inpatient coders can stay for the second day and learn about procedure coding with ICD-10-PCS.

Visit [www.hcprobootcamps.com](http://www.hcprobootcamps.com) for more information and to find a class near you.

**HCPro ICD-10 Basic Boot Camp**™ is also available online and as a custom onsite training program. Call 800/650-6787 for details.

**ENTER SOURCE CODE MT99258A ONLINE  
and SAVE \$200! Or call 800/780-0584  
and give them the same source code  
to receive your discount!**

## REGULATORY EXPERTS



**Shannon E. McCall, RHIA, CCS, CCS-P, CPC, CPC-I, CEMC, CCDS**, is the Director of HIM and Coding for HCPro, Inc. She is the lead instructor of the **Certified Coder Boot Camp**®. She is an AHIMA-certified ICD-10 trainer, and developed **HCPro's ICD-10 Basics Boot Camp**. As a lead regulatory specialist for **HCPro's Revenue Cycle Institute**, McCall works with hospitals, medical practices, and other healthcare providers on a wide range of coding-related custom education sessions.



**Jennifer Avery, CCS, CPC, CPC-I, CPC-H**, serves as an instructor for the **Certified Coder Boot Camps**®. She is a regulatory specialist for HCPro's Revenue Cycle Institute, where she utilizes her vast experience in both inpatient and outpatient coding by developing custom training and education sessions. Prior to HCPro, she worked as a coding consultant and as a lead coder at a practice management company.



**Peggy Blue, MPH, CPC, CCS-P**, is the lead instructor for the **Medicare Boot Camp**®—*Professional Services Version* and is an instructor for the **Certified Coder Boot Camps**®. Prior to joining HCPro, she oversaw the development, implementation, dissemination, and reporting of information related to Medicare professional services training efforts for Highmark Medicare Services.

## BOOT CAMP GRADUATES ARE SAYING...

*The instructor and the course materials were so great that I now wish I had already registered for the [CPC] test. I feel completely prepared and my books are ready!"*

— Christina Segura, RN, Barnabas Health, Oceanport, NJ

*"Amazing instructor. Would definitely recommend the course to others."*

— Andrea Bacon, Associate Analyst, Blue Cross Blue Shield of TN, Hixson, TN

*"Peggy is an excellent instructor. She took an overwhelming amount of information and taught it clearly and accurately. I would recommend this class to anyone interested in obtaining a grasp on coding."*

— Sharon Robbins, Deputy Director, Health Integrity, Easton, MD

*"As an instructor myself, I not only learned about coding, I learned some new instructional techniques as well. She covered an immense amount of material thoroughly but still made sure we were all comfortable with each concept. Well done!"*

— Melissa Rhodes, Pitt Community College, Kingston, NC

*"In class group exercises were essential to letting concepts sink in as we go. Diana was so energetic and really cared that the students understood each concept. Her adlibbed stories helped make key concepts stand out. Excellent yet challenging week!"*

— Erynn Graf, Medical Records Specialist 2, St. Luke's, Boise, ID

*"Prior to attending HCPro's coder boot camp, I struggled to get even an interview for compliance/audit/coding positions. After telling a recruiter I was attending this course, I received a call day 1 of boot camp. By day 3, I had my first phone interview. The week following boot camp, I fly to my face-to-face interview! While here I've made great connections and several interview offers from my new contacts. On top of all of that, I've increased my coding knowledge by leaps and bounds and am so thankful for Jennifer and HCPro!"*

— Elizabeth Hatten, Tampa, FL

## LOCATIONS/DATES

Los Angeles, CA	October 24–28
Baltimore, MD	November 7–11
Las Vegas, NV	November 7–11
Phoenix, AZ	November 28–December 2
Orlando, FL	December 5–9
Nashville, TN	January 23–27
Atlanta, GA	February 6–10
Las Vegas, NV	March 19–23
Seattle, WA	April 23–27

CLASSROOM-BASED

Class times are: 8:00 a.m. to 5:30 p.m. Monday–Thursday and 8:00 a.m. to 3:00 p.m. Friday.

### 2011 online classes start on:

- November 7
- December 5

Visit [www.hcprobootcamps.com](http://www.hcprobootcamps.com) for 2012 online class start dates!

ONLINE

Select the class that's best for you!

## REGISTER TODAY!

VISIT [www.hcprobootcamps.com](http://www.hcprobootcamps.com) or CALL 800/780-0584.

## SPECIAL ROOM RATES AVAILABLE! LIMITED AVAILABILITY—REGISTER EARLY!

**Hotel Reservations:** Make your hotel reservations immediately to guarantee the hotel rate and availability, and be sure to identify yourself as a participant of HCPro's *Certified Coder Boot Camp*®.

### COURSE FEE IS \$1,599

The fee includes the course workbook. For information regarding administrative policies, such as cancellations, transfers, refunds, or comments, call 800/780-0584 or visit [www.hcprobootcamps.com](http://www.hcprobootcamps.com).

# COURSE REGISTRATION FORM

## ENTER YOUR SOURCE CODE

**MT99258A ONLINE AND SAVE \$200!**

Call customer service and mention the code to receive the discount.

Please mail or fax the completed form to:

HCPro, Inc.  
PO Box 3049  
Peabody, MA 01961-3049  
Phone: 800/780-0584  
Fax: 800/738-1553

**HCPro**  
**Certified Coder**  
**Boot Camp®**

**REGISTRATION RATE:**  \$1,599

Course Location \_\_\_\_\_

Course Dates \_\_\_\_\_

Name \_\_\_\_\_ Nickname \_\_\_\_\_

Organization \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

ZIP \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail Address \_\_\_\_\_

### PAYMENT TYPE

A check for my course fee is enclosed (made payable to HCPro, Inc.)

Charge my course fee to (circle one): Visa MasterCard American Express Discover

Name on Card \_\_\_\_\_

Signature \_\_\_\_\_

Cardholder Street Address \_\_\_\_\_

ZIP \_\_\_\_\_

Card Number \_\_\_\_\_

Exp. Date \_\_\_\_\_

Upon receipt of this form and your course fee, we will send confirmation of your registration, including hotel information and information about any manuals/texts required for class (this information is also available on our Web site at [www.hcprobootcamps.com](http://www.hcprobootcamps.com)).

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