

CPMA Course Task List

PRIOR TO CLASS START

Prep Work (to be completed before class): One page per Chapter for clarity. *I tried to check for all items inside the course, but this list might not be complete. I did my best. You may find more data that needs completed, especially inside the interactive lectures, or my count totals are incorrect.*

- + Read & Highlight (*Look up meanings of unfamiliar terms*) Textbook: **Introduction** – 2pgs
 - + The Business of Medicine
 - + The Importance of Audits in a Practice
 - + What is an Auditor?
- + Read & Highlight (*Look up meanings of unfamiliar terms*) Textbook: Introduction **Medical Auditing** 10 pgs
 - + 1. The Audit Process
 - + 2. Types of Audits (*4 additional videos*)
 - + 3. Steps in the Audit Process
 - + 4. Sources
- + Ch 1 – Complete Interactive Lectures Blackboard (*Watch Videos & Take Notes*)
 - + The Audit Process
 - + Types of Audits
 - + Steps in the Audit Process
- + Review the websites listed for reference
 - CMS National Correct Coding Edits (NCCI) and Medically Unlikely Edits (MUEs)
 - Medicare Coverage Database
 - CMS Lab NCDs
 - OIG: RAT-STATS
- + Complete Textbook Section Review Questions 1.1 (5 questions), 1.2 (5 questions)
- + Ch 1 – Complete **at least one attempt** Review Exam – **25 Questions**
 - + (*Print & save as PDF to study when prepping for speed of certification exam later*)



❖ Ch 2 – Read & Highlight (*Look up meanings of unfamiliar terms*) Textbook Chapter 2 – **Medical Records Standard and Documentation Guidelines 20pgs**

❖ Ch 2 – Complete Interactive Lecture Blackboard (*Watch Videos & Take Notes*)

○ 1. HIPAA

- Covered Entity
- Privacy Rule
- Transactions and Code Sets
- Identifiers

○ 2. Medical Records

- Medical Record Content
- Medical Record Entries
- Medical Record Retention

○ 3. Medical Record Documentation

- Forms
- Evaluation and Management
- Operative Reports
- Ancillary Services



❖ Complete **Textbook** Section Review Questions 2.1 (5 questions), 2.2 (5 questions), 2.3 (5 questions), 2.4 (5 questions)

❖ Ch 2 – Complete **at least one attempt** Review Exam Blackboard – **25 Questions**

- (*Print & save as PDF to study when prepping for speed of certification exam later*)

➤ Ch 3 - Read & Highlight **Textbook**: Chapter 3 – **Evaluation and Management** = 28 pages

➤ Ch 3 – Interactive Lecture Blackboard (*Watch & Take notes from all videos*)

- E/M Overview
- Office or Other Outpatient, AMA CPT Guidelines
- Hospital Inpatient and Observation Services
- Emergency Department Services
- Critical Care
- Nursing Facility Services
- Preventive Medicine
- Non Face-to-Face Services
- Newborn Care/Delivery/Neonatal ICU
- Case Management Services, Transitional Care Management Services
- Bundle of 4 Videos E/M Basics:1995 and 1997 Guidelines, History, Exam, MDM, Putting it all together



➤ Complete **Textbook** Section Review Questions *3.1 (5 questions), 3.2 (10 questions)*

➤ Ch 3 – Review Website

- *CMS Documentation Guidelines for Evaluation and Management Services*

➤ Ch 3 – Complete at least one attempt Review Exam Blackboard – **25 Questions**

- *(Print & save as PDF to study when prepping for speed of certification exam later)*

- Ch 4 - Read & Highlight (Look up meanings of unfamiliar terms) Textbook: Coding and Reimbursement = 35 pages
- Download & Read ICD-10-CM Official Guidelines for Coding and Reporting FY 2026 -- UPDATED October 1, 2025 (October 1, 2025 - September 30, 2026) 121 pages
- Ch 4 – Interactive Lecture Blackboard (*Watch Videos & Take Notes*)
 - Anesthesia
 - Surgical Services
 - Hydration and Chemotherapy
 - Physical Therapy
 - Psychiatry
- Complete Textbook Section Review Questions 4.1 (5 questions), 4.2 (5 questions), 4.3 (5 questions), 4.4 (5 questions), 4.5 (5 questions), 4.6 (5 questions)
- Ch 4 – Complete at least one attempt Review Exam Blackboard – 25 Questions
 - (*Print & save as PDF to study when prepping for speed of certification exam later*)



- Read 35 pages
- Watch 5 Videos
- Answer 55 Questions

- Ch 5 - Step 1 - Read & Highlight (Look up meanings of unfamiliar terms) Textbook: Risk Analysis and Communication = 25 pages ✓
- Ch 5 – Step 3 – Interactive Lecture Blackboard Videos inside course by AAPC
 - Audit Communication
 - The Audit Report
 - Communication Audit Results
 - Additional Audit Information
- Complete Textbook Section Review Questions 5.1 (5 questions), 5.2 (5 questions)
- Ch 5 - Step 5 - Review Exam Blackboard – 25 Questions



DO NOT COPY

➤ **Ch 6** - Read & Highlight (**Look up meanings of unfamiliar terms**) **Textbook**: Compliance and Regulatory Guidelines - 29 pages

➤ Ch 6 – Interactive Lecture Blackboard **Videos** inside course by AAPC

- Federal Regulations
- Office of Inspector General
- CMS



➤ Ch 6 – Visit **Websites**

- Introduction to CPT OIG Work Plan
- OIG CIA
- HHS: HIPAA Privacy Rule
- CMS: CoP and CfCs

➤ Complete **Textbook** Section Review Questions *6.1 (5 questions), 6.2 (5 questions), 6.3 (5 questions)*

➤ Ch 6 - Step 5 - Review Exam Blackboard = **25 Questions**

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- Read 29 pages
 - Watch 3 videos
 - Answer 40 questions
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