



CPC® Job Ready Program Guide

CPC® Job Ready Program Guide.....	0
CPC® Job Ready Program Overview.....	2
CPC® Job Ready Program Schedule	3
Course 1: Medical Coding for CPC® Certification & Live Virtual Internship - Lab A	6
Course 2: Live Virtual Internship - Lab B.....	8
Certification Exam: Certified Professional Coder (CPC®).....	10
Career Development Program	13



CPC® Job Ready Program Overview

Description

This 32-week program prepares students for a career in medical coding through a structured pathway that includes an in-depth CPC® course, incorporated Live Virtual Internship, and the CPC exam. Students gain essential coding knowledge, apply ICD-10-CM, CPT®, and HCPCS Level II codes to real-world records across multiple specialties, and build the skills needed for national certification and entry-level coding roles. In addition to coding instruction, students receive dedicated career development support to strengthen job search strategies and help position them for success in the workforce.

This is a rigorous, fast-paced program requiring a commitment of 4 contact hours per week, along with 15-20 hours of independent study per week (including reading, assignments, and exam preparation) to ensure mastery of course content.

Who This Program Is For

The CPC® Job Ready Program is designed for learners who are preparing to enter the medical coding profession and want a structured pathway that combines certification preparation, applied coding practice, and career development support.

This program is especially appropriate for individuals seeking CPC® exam readiness, practical experience with real-world medical records, and guidance for pursuing entry-level coding opportunities in physician office, outpatient, or professional services settings.

Program Outcomes

Upon successful completion of the CPC® Job Ready Program, students will be prepared to apply ICD-10-CM, CPT®, and HCPCS Level II coding concepts to professional services documentation, demonstrate readiness for the CPC® certification exam, complete structured coding practice using real-world medical records, and use career development support to pursue an entry-level medical coding role.

Courses, Certification, and Programs Included:

1. CPC Certification Preparation Course (includes CPC Live Virtual Internship - Lab A)
2. CPC Live Virtual Internship - Lab B
3. CPC Certification Exam
4. Career Development Program

Lab A and Lab B Clarification

Lab A is integrated into the CPC® Certification Preparation Course and reinforces the weekly instructional topics through guided coding practice and case examples. Lab B follows the CPC® course and expands the internship experience with additional multi-specialty coding cases designed to build speed, accuracy, confidence, and readiness for entry-level professional coding work.

Instructional Model

- Total Duration - 32 Weeks
- Courses – Weekly Schedule
 - Self-Study – Reading (Homework)
 - CPC and Live Virtual Internship – Lab A
 - 1 Class Lecture (Mandatory)
 - 1 Session to review Lab A topics and case examples (Lab A) (Mandatory)
 - Office Hour – 1 Hour (Optional)
 - Live Virtual Internship – Lab B
 - 2 Sessions to review Lab B topics and case examples (Mandatory)
 - Graded Assignments – Homework

Student Responsibilities

Students are expected to actively engage in the program by attending required live sessions, completing assigned readings and homework, preparing before each class or lab, and participating in case discussions and feedback activities. Students should maintain access to required code books and systems, use a reliable computer and internet connection, and follow all course instructions, deadlines, and academic integrity expectations.

Because this is a rigorous, fast-paced program, students are responsible for managing weekly study time, completing Lab A and Lab B cases on schedule, using instructor feedback to improve accuracy, and communicating with the instructor or support team when they need assistance or are unable to meet program expectations.

Completion Criteria

- Completion of CPC® Certification Preparation Course (70%)
- Live Virtual Internship – Lab A (70%)
- Live Virtual Internship – Lab B (70%)

- CPC-A Removal requires:
 - all completion criteria to be met, and
 - successful CPC certification.

XTern Qualification Criteria

- Meet all completion criteria listed above; and
- Achieve course completion scores of 90% (including Lab A); and
- Have good attendance with no more than three absences; and
- Be an AAPC member in good standing with no disciplinary actions; and
- Be able to pass internal interviews and be willing to attend coaching sessions; and
- Pass any pre-employment assessment administered by an AAPC partner employer; and
- Be available to dedicate the minimum number of hours per week during daytime hours as specified by the AAPC employer partner.

CPC® Job Ready Program Schedule

Week	Topic	CPC Chapter	Labs A & B	Career Development*
Course 1: CPC Certification Preparation Course & Lab A				
Week 1	The Business of Medicine Medical Terminology & Anatomy	CPC Chapters 1-2	Experiential Learning	
Week 2	Introduction to ICD-10-CM ICD-10-CM Guidelines Chapters 1-11	CPC Chapters 3-4	Experiential Learning	
Week 3	ICD-10-CM Guidelines Chapters 12-22	CPC Chapter 5	Experiential Learning	
Week 4	Introduction to CPT, HCPCS Level II, and Modifiers Integumentary System	CPC Chapters 6-7	Experiential Learning and 10 Cases	
Week 5	Musculoskeletal System Respiratory System	CPC Chapters 8-9	20 Cases	
Week 6	Cardiovascular Systems	CPC Chapter 10	20 Cases	
Week 7	Digestive System	CPC Chapter 11	20 Cases	
Week 8	Urinary System and Male Genital System	CPC Chapter 12	20 Cases	
Week 9	Female Reproductive System	CPC Chapter 13	20 Cases	
Week 10	Endocrine and Nervous System	CPC Chapter 14	20 Cases	Introduction to Job Search and Career Development
Week 11	Eye, Ocular Adnexa, Auditory Systems Anesthesia	Chapters 15-16	20 Cases	
Week 12	Radiology Pathology and Laboratory	Chapters 17-18	20 Cases	Resume Building
Week 13	Evaluation and Management	CPC Chapter 19	20 Cases	
Week 14	Evaluation and Management	CPC Chapter 19	20 Cases	
Week 15	Medicine	CPC Chapter 20	20 Cases	Interview Strategies
Week 16	Final Exam		20 Cases	
CPC Certification Review and Exam				
Week 17	CPC Review			
Week 18	CPC Certification Exam**			
Course 2: Live Virtual Internship – Lab B				
Week 19	Integumentary System	Practicum Week 1	25 Cases	
Week 20	Musculoskeletal System	Practicum Week 2	25 Cases	Networking
Week 21	Respiratory System	Practicum Week 3	25 Cases	
Week 22	Cardiovascular	Practicum Week 4	25 Cases	

Week	Topic	CPC Chapter	Labs A & B	Career Development*
Week 23	Digestive	Practicum Week 5	25 Cases	
Week 24	Urinary System and Male Genital System	Practicum Week 6	25 Cases	
Week 25	Female Reproductive System	Practicum Week 7	25 Cases	
Week 26	Endocrine and Nervous System	Practicum Week 8	25 Cases	
Week 27	Eye and Ocular Adnexa, Auditory Systems	Practicum Week 9	25 Cases	
Week 28	Anesthesia	Practicum Week 10	25 Cases	
Week 29	Radiology Pathology and Laboratory	Practicum Week 11	25 Cases	
Week 30	Evaluation and Management (Office-based services)	Practicum Week 12	25 Cases	
Week 31	Evaluation and Management (Facility-based services)	Practicum Week 13	25 Cases	
Week 32	Medicine	Practicum Week 14	25 Cases	

*Career Development Program activities are recommended during specific weeks but may be completed during any week that is convenient for the learner.

**Students are encouraged to take the CPC Certification exam in Week 18 of the Job Ready Program but may schedule it later if they need additional preparation.

Course 1: Medical Coding for CPC® Certification & Live Virtual Internship - Lab A

Prerequisites: None

Course Length: 16-week course

Course Description: This comprehensive medical coding course is designed to equip students with the essential skills required for a successful career in the industry. Throughout the course, students will learn to interpret medical records, gain a solid understanding of medical terminology and anatomy, and become proficient in utilizing the ICD-10-CM, CPT, and HCPCS Level II code books. Emphasis will be placed on practical coding exercises, allowing students to apply their knowledge to various patient services using CPT, ICD-10-CM, and HCPCS Level II codes. In the Lab portion with hands-on experience in coding operative reports and evaluation and management services, students will be well-prepared for a rewarding career in the medical coding field. This course is recommended for anyone who is preparing for a career in medical coding for a physician's office.

Course Objectives:

- Develop the ability to interpret medical records
- Acquire a fundamental knowledge of medical terminology and anatomy
- Comprehend and utilize the ICD-10-CM, CPT®, and HCPCS Level II code books
- Implement coding conventions when assigning diagnosis and procedure codes
- Learn to accurately determine the level of Evaluation and Management (E/M) services
- Practice coding various patient services using CPT®, ICD-10-CM, and HCPCS Level II codes
- Evaluate and code operative reports and evaluation and management services

Course Content:

1. The Business of Medicine
2. Medical Terminology and Anatomy Overview
3. Review of ICD-10-CM, CPT®, and HCPCS Level II Code Books, and Code Selection
4. Integumentary System
5. Musculoskeletal System
6. Respiratory System
7. Cardiovascular System, Hemic & Lymphatic Systems, Mediastinum, Diaphragm
8. Digestive System
9. Urinary System and Male Genital System
10. Female Reproductive System and Maternity Care & Delivery
11. Endocrine System and Nervous System
12. Special Senses (Ocular and Auditory) and Anesthesia
13. Ancillary Services (Radiology and Pathology & Laboratory)
14. Evaluation & Management Services
15. Medicine
16. Final Exam

Live Virtual Internship - Lab A Content:

Lab A is a hands-on portion of the Live Virtual Internship experience that reinforces the CPC® course content covered each week. Students work through coding cases and medical record examples aligned to the weekly CPC® topics, allowing them to apply ICD-10-CM, CPT®, and HCPCS Level II coding concepts immediately after instruction. This lab component supports practical skill development by helping students connect course concepts to real-world documentation review, code selection, guideline application, and coding accuracy. Successful completion of the Live Virtual Internship includes completion of Lab A and Lab B.

Methods of Evaluation:

The instructional methods used include reading assignments, practice exercises, experiential learning (Lab A), audio/video lectures, chapter review exams.

Grading Criteria:

Your final score is based on the following calculations:

- Total Average of Chapter Quizzes: 5%
- Total Average of Chapter Review Exams: 20%
- Total Average of Lab A Assignments: 50%
- Participation: 15%
- Final Exam: 10%

To earn the certificate of completion, students must complete all Chapter Quizzes, attend live sessions, and achieve at least a 70% passing score on each Chapter Review Exam, each Lab A Assignment, the Final Exam, and the overall course.

Included eTextbooks:

1. MBC Medical Coding Training: CPC® - eBook; AAPC; AAPC publisher

Required Code Books (Included):

1. CPT® Professional Edition code book (current year), AMA publisher
2. ICD-10-CM code book (current year), any publisher
3. HCPCS Level II code book (current year), any publisher

Required code books may be purchased through AAPC or any major bookseller.

Recommended Textbooks/Supplies (Not Included):

1. Medical dictionary, any publisher

Systems enrollment (Included):

1. Blackboard LMS
2. Practicode
3. Codify

Computer Requirements: High-speed Internet connection with Blackboard supported Operating System & Web browser (see the "Course Requirements" tab: <https://www.aapc.com/training/cpc-online-medical-coding-training-course.aspx>); Adobe Acrobat Reader. For best experience, use of a mobile device is not recommended.

Course 2: Live Virtual Internship - Lab B

Prerequisites: CPC Certification Preparation Course and Live Virtual Internship – Lab A

Internship Length: 16-week course

Internship Description: This 16-week Live Virtual Medical Coding Internship bridges the gap between education and professional practice. This immersive, instructor-led internship is designed for emerging medical coders who are ready to apply their knowledge in a real-world environment while gaining exposure to a broad range of specialties. Participants will work with authentic redacted medical records, coding hundreds of cases under the guidance of experienced CPC®-certified instructors. Through weekly virtual sessions and live feedback, interns will enhance their speed, accuracy, and confidence in assigning ICD-10-CM, CPT®, and HCPCS Level II codes. Successful completion of the Live Virtual Internship includes completion of Lab A and Lab B.

Objectives:

- **Apply Current Coding Guidelines:**
Accurately assign ICD-10-CM, CPT®, and HCPCS Level II codes to medical records using current official coding guidelines.
- **Interpret Clinical Documentation:**
Analyze and abstract relevant information from provider documentation across multiple medical specialties to support accurate code assignment.
- **Demonstrate Multi-Specialty Coding Proficiency:**
Code a variety of outpatient cases in specialties such as family medicine, orthopedics, cardiology, OB/GYN, and emergency medicine with increasing accuracy and efficiency.
- **Improve Coding Accuracy and Speed:**
Strengthen critical thinking and decision-making skills to improve both the precision and timeliness of code assignment.
- **Receive and Incorporate Feedback:**
Use instructor feedback to refine coding logic and documentation review techniques.

Methods of Evaluation:

The instructional method used includes experiential application.

Grading Criteria:

Your final score is based on the following calculations:

- Total Average of all cases

To earn the certificate of completion, students must complete all Lab A and Lab B cases in the Live Virtual Internship and achieve an average score of at least 70%.

Required Code Books (Included):

1. CPT® Professional Edition code book (current year), AMA publisher
2. ICD-10-CM code book (current year), any publisher
3. HCPCS Level II code book (current year), any publisher

Required code books may be purchased through AAPC or any major bookseller.

Recommended Textbooks/Supplies (Not Included):

1. Medical dictionary, any publisher

Computer Requirements: High-speed internet connection with Blackboard supported Operating System & Web browser (see Course Requirements tab: <https://www.aapc.com/training-and-events/essentials>; Adobe Acrobat Reader. For best experience, use of a mobile device is not recommended.



Certification Exam: Certified Professional Coder (CPC®)

The Certified Professional Coder (CPC®) is the gold standard for medical coding in a physician office setting. The CPC® certification exam tests the competencies required to perform the job of a professional coder who specializes in coding for services performed by physicians and non-physician providers (e.g., nurse practitioners and physician assistants). Individuals who earn the CPC credential have proven expertise in physician/non-physician provider documentation review, abstract professional provider encounters, coding proficiency with CPT®, HCPCS Level II, ICD-10-CM, and compliance and regulatory requirements for physician services.

The CPC® exam is a four-hour test of medical coding proficiency consisting of 100 multiple-choice questions that assess 17 areas of knowledge. Most questions present a coding scenario to test proper application of CPT® procedure codes, HCPCS Level II procedure and supply codes, and ICD-10-CM diagnosis codes. Medical providers use all of these to submit claims to payers. During the test, you will reference approved code books — the AMA's CPT® Professional Edition, as well as your choice of ICD-10-CM and HCPCS Level II code books.

You must complete the CPC® exam within four hours and answer 70% of the questions correctly to pass.

Breakdown of the 100-question CPC exam

Passing the CPC® exam requires you to correctly answer a minimum of 70 questions from the domains below. The CPC® test will rely on a level of understanding that enables you to identify the domain.

Medical terminology (4 %)

These questions will assess your knowledge of medical terminology for all systems in the human body.

Anatomy (4 %)

These questions will assess your knowledge of anatomy for all systems in the human body.

Compliance and regulatory (3 %)

This section will test your knowledge of compliance and regulations which pertain to services covered under Medicare Parts A, B, C, and D; applying coding to payment policy; place of service reporting; fraud and abuse; NCCI edits; NCDs/LCDs; HIPAA; ABNs; and RVUs.

Coding guidelines and modifiers (7%)

This section will address the ICD-10-CM Official Guidelines for Coding and Reporting, CPT® coding guidelines and parenthetical notes, and modifier use.

ICD-10-CM diagnosis coding (5%)

This area will test your proficiency in diagnosis coding within all the chapters of ICD-10-CM, as well as thorough knowledge of the ICD-10-CM Official Guidelines for Coding and Reporting. Additionally, diagnosis questions will appear in other sections of the exam from the CPT® categories.

HCPCS Level II (3 %)

This section will test your knowledge on HCPCS Level II coding and includes questions focusing on modifiers, supplies, medications, and professional services for Medicare patients.

CPT®

10000 series codes (6%)

The 10,000 series CPT® part of the exam relates to surgical procedures performed on the integumentary system, which includes skin, subcutaneous, and accessory structures, as well as nails, pilonidal cysts, repairs, destruction, and breast.

20000 series codes (6%)

The 20000 series CPT® portion will home in on surgical procedures performed on the musculoskeletal system from head to toe. Specifically, these areas include the head, neck, back and flank, spine, abdomen, shoulder, arm, hand and fingers, pelvis and hip, leg, foot, and toes.

30000 series codes (6%)

The 30000 series CPT® section focuses on surgical procedures performed on the respiratory system, the cardiovascular system, the hemic and lymphatic systems, and the mediastinum and diaphragm.

40000 series codes (6%)

Your knowledge of the 40000 series CPT® section covers surgical procedures performed on the digestive system, which will focus on these areas: lips, mouth, palate and uvula, salivary gland and ducts, pharynx, adenoids, and tonsils, esophagus, stomach, intestines, appendix, rectum, anus, liver, biliary tract, pancreas, abdomen, peritoneum, and omentum.

50000 series codes (6 %)

The 50000 series CPT® section tests your knowledge pertaining to surgical procedures performed on the urinary system, the male reproductive system, the female reproductive system, including maternity and delivery, and the endocrine system.

60000 series codes (6 %)

The 60000 series CPT® section involves surgical procedures performed on the nervous system and will include codes pertaining to the skull, meninges, brain, spine, spinal cord, extracranial nerves, peripheral nerves, autonomic nervous system.

Radiology codes (6 %)

These questions will focus on both diagnostic and interventional radiology, including diagnostic ultrasound, radiologic guidance, mammography, bone and joint studies, radiation oncology, and nuclear medicine.

Pathology and laboratory codes (6 %)

This section will test your knowledge of organ and disease panels, drug testing, therapeutic drug assays, evocation/suppression testing, consultations, urinalysis, molecular pathology, MAAA, chemistry, hematology and coagulation, immunology, transfusions, microbiology, anatomic pathology, cytopathology, cytogenetic studies, surgical pathology, in vivo and reproductive.

Medicine (6 %)

This will cover numerous specialty-specific coding scenarios, as well as immunizations, biofeedback, dialysis, central nervous system assessments, health and behavior assessments, hydration, medical nutrition, therapeutic and diagnostic administration, chemotherapy administration, photodynamic therapy, osteopathic manipulative treatment, patient education and training, non-face-to-face nonphysician services, and moderate sedation.

E/M (6 %)

This area will assess your coding proficiency related to place and level of services, such as office/other outpatient, hospital observation, hospital inpatient, consultations, emergency department, critical care, nursing facility, domiciliary and rest homes, and home services. It will also include questions directed at preventive medicine, non-face-to-face services, neonatal and pediatric critical care, intensive care, prolonged services, chronic care, transitional care, case management, and care plan oversight.

Anesthesia (4 %)

The questions related to anesthesia will pertain to time reporting, qualifying circumstances, physical status modifiers, anesthesia for surgical, diagnostic and obstetric services.

Cases (10 %)

Each case will test your ability to accurately code medical record documentation using CPT®, ICD-10-CM, and HCPCS Level II codes.

Career Development Program

The Career Development Program helps students prepare for the transition from training to an entry-level medical coding job search. Students receive practical guidance on job search planning, resume development, interviewing, and professional networking.

The program includes four career development topics totaling 8 contact hours:

1. Introduction to Job Search and Career Development

Students learn the structure of the medical coding job search and explore resources that support career readiness, including job boards, professional organizations, networking opportunities, and employer expectations.

2. Resume Building

Students learn how to create a clear, professional resume that highlights relevant training, coding skills, practical experience, credentials, and readiness for entry-level medical coding roles.

3. Interview Strategies

Students develop interview preparation strategies, practice responses to common behavioral and technical questions, and learn how to communicate their training, coding knowledge, and professional strengths with confidence.

4. Networking

Students learn how to build a professional presence, use networking resources appropriately, and connect with industry contacts, professional communities, and potential employers.

Together, these topics help students strengthen job search readiness and present their skills, training, and certification pathway in a professional and employer-focused manner.