



Revenue Cycle Management Specialist (RCMS) Course Syllabus

Clock Hours: 80 (*Note: 80 clock hours accounts only for time spent in the online course, and does not include time spent outside the course or study time. Study time will vary widely per individual.*)

Course Length: To be completed at student's own pace within a 4-month period or less. Enrollment date begins at date of purchase. Monthly course extensions may be purchased.

Class Hours: Days/Times Per Week: Online course, independent self-study, no classroom meetings; student may login to the course at their own time schedule, no specific login times. Students may email course content questions to coaching staff.

Certificate of Completion Issued: Yes

CEUs: 40 CEUs upon completion (AAPC certified prior to enrollment; some certifications excluded – see AAPC website for more details.)

Course Description: Students will gain a global understanding of the revenue cycle for physician offices and facilities, from patient access, authorization through the administrative process of clinical documentation improvement, coding, billing, operations, and back-end processes. The student will gain expertise in communication skills, understand how to research newly published and/or changing regulations and guidelines, and learn how to create synergy by integrating departmental processes to improve the financial stability of the facility, or office.

Course Objectives:

- Gain a global understanding of the revenue cycle management process in healthcare settings.
- Develop skills to analyze and improve current processes while evaluating the need for new process implementation.
- Understand the administrative processes including clinical documentation improvement, coding, billing, and operations.
- Learn to effectively communicate and create synergy by integrating departmental processes to improve the financial stability of the facility or office.
- Understand how to research newly published and/or changing regulations and guidelines relevant to revenue cycle management.

Course Content:

- Introduction to Healthcare Revenue Cycle Management
- Healthcare Business Processes
- Introduction to Medical Coding
- Medical Necessity
- Patient Registration Process and Data Capture
- Medical Billing
- Claims Forms
- Denial Management
- Accounts Receivable and Collections Concepts
- Compliance and Patient Data
- Quality in Healthcare
- Final Exam

Methods of Evaluation:

The instructional methods used include:

- Reading assignments – These readings are carefully designed at equipping students with the foundational knowledge necessary for understanding the intricacies of medical coding.



- Check your understanding quizzes – These are concise assessments designed to gauge your comprehension and retention of the material covered in the readings. They serve as an effective tool to reinforce learning, identify areas for improvement, and ensure you are on track with your understanding of the subject matter.
- Interactive lectures – These are dynamic and engaging educational lectures focused on discussing specific topics and applying coding skills in a practical context. They are designed to foster active learning through participation, thereby enhancing their understanding and proficiency in medical coding.
- Experiential Learning (Practical Applications) – This is a hands-on approach to education that emphasizes learning through direct experience and active participation. It involves applying knowledge and concepts to real-world scenarios, encouraging critical thinking, problem-solving, and the development of practical skills.
- Review Exam – This is a comprehensive evaluation designed to gauge your summative understanding of the chapter's topics. It also serves as a practical exercise in managing time during an assessment. It's an opportunity to reflect on your learning journey, identify areas of strength, and pinpoint topics that may require further study.

Grade Calculations:

Successful course completion includes:

- An attempt of all required assignments
- A passing score of 70% or higher on all chapter exams
- A passing score of 70% or higher on the final exam
- An overall final course score of 70% or higher

No reduced hours in the course or tuition discount for previous education or training will be granted.

Your final score is based on the following calculations:

Total average of Check Your Understanding quizzes - 10%

Total average of Practical Applications - 35%

Total average of Chapter Review Exams - 35%

Final Exam - 20%

To receive the certificate of completion, it is required to complete all Chapter Quizzes and Practical Application assignments and achieve a passing score of at least 70% on all Chapter Review Exams, on the Final Exam, and in the course overall. To receive a certificate of completion, students must successfully complete the course within the allotted time frame of 4 months or less (monthly extensions may be purchased).

Included Textbooks:

1. 2025 Revenue Cycle Management Specialist (RCMS)[®] - eBook; AAPC; AAPC publisher

Required Code Books (Not Included):

1. ICD-10-PCS (current year)
2. ICD-10-CM (current year)
3. CPT (current year)
4. HCPCS Level II (Current year)

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

Course Enrollment Fee: Payment is due in full at time of enrollment. Fees listed do not include any required or recommended textbooks/supplies or computer requirements, which are to be purchased separately by the student. Prices are variable and subject to change, see AAPC website for most current enrollment fees: <https://www.aapc.com/training/cpc-complete-training-package.aspx>