



**“Let the professionals TEACH you how it’s done.”**

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## **Medical Terminology Course Syllabus**

**Prerequisites:** None

**Clock Hours:** 40 (*Note: 40 clock hours accounts only for time spent in the online course, and does not include time spent outside of the course or study time. Study time will vary widely per individual.*)

**Course Length:** To be completed at student’s own pace within a 2-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 course at their own time schedule, no specific login times. Students may email course content questions to AAPC instructor coaching staff.

**Certificate of Completion Issued:** Yes

**CEUs:** 20 CEUs upon completion (AAPC certified prior to enrollment; some certifications excluded – see AAPC website for more details.)

**Course Description:** Medical Terminology introduces the student to the medical terminology used in the medical coding and reimbursement profession, and covers medical terminology and anatomy from a coder’s perspective. This course would be valuable for anyone preparing for a career in any non-clinical medical profession, and strongly recommended for anyone who is preparing for an AAPC certification examination.

### **Course Objectives:**

- Correctly identify the roles of the four types of word parts in forming medical terms.
- Analyze unfamiliar medical terms using your knowledge of word parts
- Define anatomy and physiology and use anatomic reference systems to identify the anatomic position for all major organ systems.
- Master anatomy as it relates to the procedural coding manual
- Understand disease terms as they relate to the diagnostic coding manual

### **Course Content:**

- Introduction to Medical Terminology
- Disease and Treatment
- Circulation, Blood and Immunity
- Respiration and Digestion
- Urinary and Male Reproductive System
- Female Reproductive System, Pregnancy and Birth
- Endocrine and Nervous Systems, Behavioral Disorders
- The Senses
- The Skeleton and Muscular Systems
- The Skin
- Final Exam

**Methods of Evaluation:**

The instructional methods used include reading assignments, practice exercises, module review tests, and a final exam. To receive a certificate of completion, students must successfully complete the course within the allotted time frame of 2 months or less from date of purchase (monthly extensions may be purchased).

Successful course completion includes:

- A passing score of 70% or higher on all module review exams
- A passing score of 70% or higher on the Final exam
- An overall final course scores of 70% or higher

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

**Included Textbook:**

1. Medical Terminology An Illustrated Guide, Ninth Edition (**eBook**); Barbara Janson Cohen, Ann DePetris; Jones & Bartlett Publishing ; ISBN: 978-1-284-420-8368

**Recommended Textbooks/Supplies (not included):**

1. Medical dictionary, any publisher

*Medical Terminology Class Requirements*

- There are no prerequisites for the Medical Terminology Online Course.
- This medical terminology training course is an independent, self-study program. There are no classroom meetings, and students may log in to the course at their convenience. Students may also email course content questions to R&R Billing Solutions' instructors.
- This online course consists of 16 chapters, 10 module tests, and a final exam. It should be completed within two months, but students have access to the course materials for three months from the date of purchase. Students may extend the course time allotment if necessary. Course extensions may be purchased for \$29.95 per month.
- By purchasing this online course and other items, you certify that you have read and agree to the online course Terms and Conditions and the Refund Policy. All policies can be found on our website [www.RRBillingSolutions.com](http://www.RRBillingSolutions.com) under Policies.

*System Requirements*

- High-speed Internet access with [supported computer operating systems and Internet/Web browsers](#)
- Adobe Flash Player ([free download available](#))
- Adobe Acrobat Reader ([free download available](#))
- For best experience, use of a mobile device is not recommended