

WORKBOOK



# 2015

# STEP-BY-STEP

## Medical Coding

**Carol J. Buck**  
MS, CPC, COC, CCS-P

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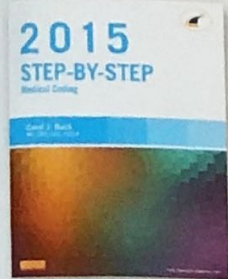
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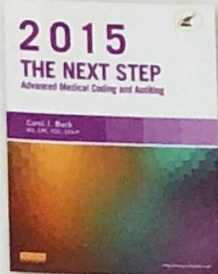
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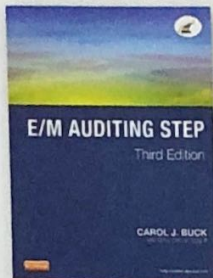
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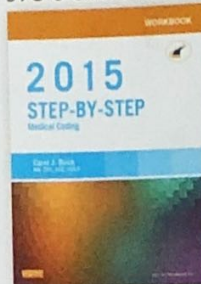


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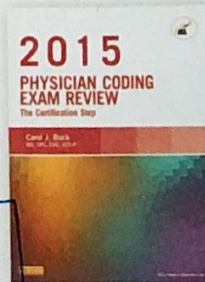
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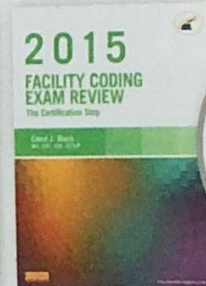


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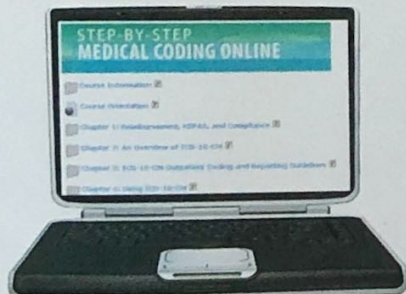
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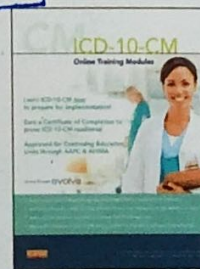
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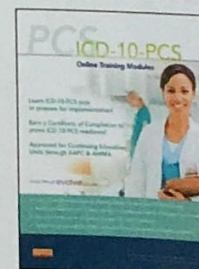


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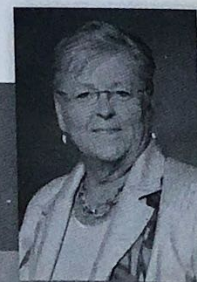
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Author and Educator  
Carol J. Buck, MS, CPC, COC, CCS-P





# Step 1: Learn

*“A journey of a thousand miles begins with a single step.”*

— Lao-tzu

***Congratulations!*** You are embarking on an exciting and rewarding career, and you have taken a great first step. Coding is a career that gives you a chance to pursue excellence at a variety of levels, and I am happy that you have chosen to start with my *Step* line of products. As a lifelong coder and educator, I am dedicated to giving you the tools you need to succeed. ***So, get out there and code!***

— Carol J. Buck, MS, CPC, COC, CCS-P



**Track your progress!**

See the checklist in the back of this book to learn more about your next step toward coding success!





# 2015

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## Medical Coding

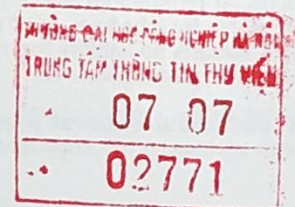




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## STEP-BY-STEP

### Medical Coding



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## LET THIS BE YOUR GOAL:

*People who have accomplished worthwhile [goals] have had a very high sense of the way to do things. They have not been content with mediocrity. They have not confined themselves to the beaten tracks; they have never been satisfied to do things just as others do them, but always a little better. They always pushed things that came to their hands a little higher up, a little farther on. It is this little higher up, this little farther on, that counts in the quality of life's work. It is the constant effort to be first class in everything one attempts that conquers the heights of excellence.*

Orison Swett Marden

This *Workbook* has been developed to assist you in the application of the theoretical and practical coding knowledge presented in the textbook *Step-by-Step Medical Coding*. The *Workbook* parallels the textbook with presentation of Chapters 1 through 31 and includes ample opportunity to practice the skill of medical coding. The *Workbook* contains three levels of questions—theory, abbreviated patient service and diagnosis descriptions, and original reports. The first level of question is the theory question; these questions are fill-in-the-blanks, multiple choice, true or false, and matching and often include medical terminology based on the specific area of coding presented in the coding manuals. The theory information serves as the foundational knowledge necessary to correctly code services and diagnoses. The second level of question is the abbreviated patient service and diagnosis descriptions; these questions begin the practical application of coding. The descriptions are condensed statements that provide broad-based coding experience. The final level is presented at the end of each *Workbook* chapter and contains reports that represent more complex services and diagnosis descriptions, such as operative, pathology, radiology, and emergency services.

The format for the answers has been developed to guide you in the development of your coding ability by using a format that includes four response variations:

- **One answer blank** for coding questions that require one code for the answer.
- **Multiple answer blanks** for coding questions that require more than one code for the answer.
- Key terms next to the blank(s) to guide you through the most difficult coding scenarios.
- **Answer blanks with a circled number preceding the blank to indicate that you must decide the number of codes necessary to correctly answer the question.**



Appendix B of the *Workbook* contains the answers to the odd-numbered questions, and the full answer key is available only in the TEACH Instructor Resources on Evolve. It is very important that you first complete the questions and then check your answers. The skill of medical coding can be acquired only through practice and by learning from mistakes that we all make along the way. It is from the understanding of why a service or diagnosis is coded in a certain way that you will develop a strong foundation that will serve you well throughout your coding career. Always take the time to read each code description fully, all notes connected with the code, and any applicable guidelines.

It is my sincere hope that you find the material presented in the *Workbook* challenging, enlightening, and worth your time and effort. Do your very best, and it will show in the quality of your work.

Carol J. Buck, MS, CPC, COC, CCS-P

Some of the CPT code descriptions for physician services include physician extender services. Physician extenders, such as nurse practitioners, physician assistants, and nurse anesthetists, etc., provide medical services typically performed by a physician. Within this educational material the term "physician" may include "and other qualified health care professionals" depending on the code. Refer to the official CPT® code descriptions and guidelines to determine codes that are appropriate to report services provided by non-physician practitioners.



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