

CPC MANUAL PREP GUIDE

MIRASHANNELL Medical Coding Academy

CPT® MANUAL PREP STRATEGY

What to Focus On

- CPT section organization
 - Guidelines
 - Parenthetical notes
 - Symbols
 - Modifiers
 - Surgical subsection navigation
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Manual Prep Strategy Tips

- ✓ Highlight important CPT guidelines
 - ✓ Tab major CPT sections clearly
 - ✓ Circle important coding symbols
 - ✓ Underline parenthetical instructions
 - ✓ Create clean annotation systems
 - ✓ Keep notes organized and readable
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Important CPT Areas to Tab

- E/M
- Anesthesia
- Surgery
- Radiology
- Pathology & Laboratory
- Medicine
- Modifiers
- Category II Codes
- Appendix Sections

Common CPT Clues to Highlight

- “Do not report separately”
- “Use additional code”
- “Separate procedure”
- “Includes”
- “Excludes”
- “Modifier”
- “Resection”
- “Repair”
- “Excision”

Avoid These Mistakes

- ✗ Over-highlighting entire pages
- ✗ Using too many colors
- ✗ Blocking important wording with notes
- ✗ Crowding margins excessively
- ✗ Tabbing every single page unnecessarily

E/M MANUAL PREP STRATEGY

What to Focus On

- Patient status
- MDM terminology
- Risk table
- Time guidelines
- Office vs hospital distinctions

Manual Prep Strategy Tips

- ✓ Highlight MDM keywords
- ✓ Tab office visit guidelines

- ✓ Mark risk-level tables clearly
 - ✓ Create notes for stable vs acute wording
 - ✓ Annotate time-based coding rules
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Important E/M Keywords to Highlight

- Stable
 - Acute
 - Chronic
 - Worsening
 - Moderate risk
 - High complexity
 - New patient
 - Established patient
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What to Annotate

- ✓ MDM breakdown reminders
 - ✓ Time documentation rules
 - ✓ Risk category examples
 - ✓ Common CPC wording patterns
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ANESTHESIA MANUAL PREP STRATEGY

What to Focus On

- Physical status modifiers
 - Time reporting
 - Qualifying circumstances
 - Anatomical regions
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Manual Prep Strategy Tips

- ✓ Tab anesthesia modifier sections
 - ✓ Highlight ASA physical status information
 - ✓ Annotate anesthesia time reminders
 - ✓ Group anesthesia by body region
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Important Keywords to Highlight

- MAC
 - Sedation
 - General anesthesia
 - Regional anesthesia
 - Emergency conditions
 - Qualifying circumstances
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SURGERY MANUAL PREP STRATEGY

SECTION BREAKDOWN

INTEGUMENTARY MANUAL PREP

Focus Areas

- Lesion measurements
 - Repair types
 - Debridement depth
 - Graft classifications
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Prep Tips

- ✓ Highlight benign vs malignant rules
- ✓ Annotate repair classifications
- ✓ Tab adjacent tissue transfer sections
- ✓ Mark debridement depth differences

MUSCULOSKELETAL MANUAL PREP

Focus Areas

- Fracture terminology
- Open vs closed treatment
- Arthroscopy
- Joint procedures

Prep Tips

- ✓ Highlight fracture care terminology
- ✓ Tab spinal procedure sections
- ✓ Annotate manipulation rules
- ✓ Mark internal vs external fixation differences

RESPIRATORY MANUAL PREP

Focus Areas

- Bronchoscopy
- Thoracoscopy
- Lung procedures

Prep Tips

- ✓ Highlight scope terminology
 - ✓ Mark diagnostic vs surgical procedures
 - ✓ Tab respiratory anatomy notes
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CARDIOVASCULAR MANUAL PREP

Focus Areas

- Catheterization
 - Stents
 - Vessel hierarchy
 - Bypass procedures
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Prep Tips

- ✓ Highlight artery terminology
 - ✓ Annotate selective vs nonselective catheterization
 - ✓ Tab cardiovascular anatomy sections
 - ✓ Create vessel navigation notes
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DIGESTIVE MANUAL PREP

Focus Areas

- Endoscopy
 - Colonoscopy
 - Hernia repairs
 - GI anatomy
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Prep Tips

- ✓ Highlight scope insertion points
 - ✓ Mark digestive anatomy flow
 - ✓ Annotate biopsy vs excision differences
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URINARY MANUAL PREP

Focus Areas

- Kidney procedures
 - Cystoscopy
 - Stone destruction
 - Stents
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Prep Tips

- ✓ Tab urinary anatomy references
 - ✓ Highlight lithotripsy terminology
 - ✓ Mark nephrostomy/cystoscopy distinctions
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MALE & FEMALE GENITAL SYSTEM MANUAL PREP

Focus Areas

- Reproductive anatomy
 - OB procedures
 - Hysterectomy types
 - Delivery services
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Prep Tips

- ✓ Highlight delivery package rules
 - ✓ Mark laparoscopic terminology
 - ✓ Tab gynecological procedure sections
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NERVOUS SYSTEM MANUAL PREP

Focus Areas

- Spine levels
 - Neurostimulators
 - Craniotomy
 - Decompression procedures
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Prep Tips

- ✓ Highlight spinal level terminology
 - ✓ Annotate decompression wording
 - ✓ Mark nervous system anatomy clearly
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RADIOLOGY MANUAL PREP STRATEGY

What to Focus On

- View counts
 - Contrast terminology
 - Guidance procedures
 - Supervision & interpretation
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Manual Prep Strategy Tips

- ✓ Highlight imaging view terminology
 - ✓ Annotate contrast rules
 - ✓ Tab MRI/CT/Ultrasound sections
 - ✓ Mark supervision & interpretation guidelines
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Important Keywords to Highlight

- Three views
- Contrast
- Fluoroscopy
- Guidance
- Interpretation

- Complete study
 - Limited study
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PATHOLOGY & LAB MANUAL PREP STRATEGY

What to Focus On

- Panels
 - Organism testing
 - Quantitative vs qualitative
 - Specimen terminology
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Manual Prep Strategy Tips

- ✓ Highlight panel coding rules
 - ✓ Annotate chemistry vs pathology distinctions
 - ✓ Tab common laboratory categories
 - ✓ Mark organism terminology
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Important Keywords to Highlight

- Assay
 - Culture
 - Sensitivity
 - Panel
 - Quantitative
 - Screening
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MEDICINE MANUAL PREP STRATEGY

What to Focus On

- Infusion hierarchy
 - Injection administration
 - Immunizations
 - Dialysis
 - Therapy services
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Manual Prep Strategy Tips

- ✓ Highlight administration routes
 - ✓ Annotate infusion timing rules
 - ✓ Tab immunization guidelines
 - ✓ Mark therapeutic vs diagnostic wording
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Important Keywords to Highlight

- Hydration
 - Infusion
 - Therapeutic
 - Injection
 - Dialysis
 - Rehabilitation
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MIRASHANNELL MANUAL PREP SUCCESS STRATEGY

Your manual should help you:

- ✓ navigate faster
 - ✓ recognize keywords quicker
 - ✓ reduce confusion
 - ✓ locate guidelines efficiently
 - ✓ improve confidence under pressure
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GOLDEN MANUAL PREP RULE

Your coding manuals should be:

- ✓ organized
- ✓ readable
- ✓ clean
- ✓ strategic
- ✓ exam-focused

NOT overcrowded with excessive highlighting and notes.