

# Upcoming Seminar for Medical Office Personnel

Presented by:



Hosted by:



## Certified Medical Coder (CMC)

In today's complex environment, certified coders are in high demand. More physicians need Certified Medical Coders who are capable of understanding the complexities of the reimbursement process. Improve the financial health of your practice. Your skills will help guard against improper claim submissions and contribute to a higher rate of paid claims for the practice.

### COURSE CURRICULUM

#### Medical Terminology for Diagnostic & Procedural Coding

- Roots, Prefixes and Suffixes
- Anatomy and physiology
- Body structure and body systems

#### ICD-9-CM Diagnostic Coding

- Coding conventions
- Guidelines from CMS
- Primary vs. secondary codes
- Signs/symptoms and ill-defined conditions
- Neoplasms and adverse effects
- Injuries, burns, fractures and wounds
- Supplementary classifications
- OB/GYN codes

#### CPT Procedural Coding

- CPT categories, format and guidelines
- Diagnostic vs. therapeutic services
- E&M services for all categories plus modifiers
- Surgical coding guidelines and procedures
- Modifiers for surgical procedures
- Coding from chart notes and operative reports

#### Ancillary Services & Advanced Coding

- Maternity and delivery services
- Radiology
- Pathology & lab services in the physician's office
- Medicine & Intervention
- Coding problem set exercises
- Medical and surgical specialties

**Certification program includes 29 hours of classroom instruction and 6-hour certification exam.**

**Required Materials: CPT, ICD-9-CM Volume 1&2, HCPCS manual and a Medical Dictionary**

**August 6, 13, 20, 27  
& September 10, 2010**

Texas Health  
Presbyterian Hospital Dallas  
Perot Lower Level Classroom  
8200 Walnut Hill Lane  
Dallas, TX 75231

**8:30 a.m. to 4:30 p.m. each day!**

*Sign-in begins 15 minutes prior to program*

**Cancellation Policy:** A full refund less \$20.00 processing fee, if cancellation is received 7+ days prior to program start date. A 50% refund if cancellation is 6 days to 48 hours prior to start date. No refund if cancellation is less than 48 hours in advance. Upon registration, custom materials are printed, refreshments are ordered and seating is reserved. Due to this, PMI strictly adheres to this policy.

Join **NetworkPMI**, an exciting, new community for medical office professionals. Details at [network.pmiMD.com](http://network.pmiMD.com)

### REGISTRATION FORM

Please keep a copy for your records.

#### PROGRAM INFORMATION

- Aug. 6, 13, 20, 27 & Sept. 10, 2010**  
(Prgm# 15240-0806)

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#### REGISTRATION METHOD

Mail with payment to:  
Susie Womack, PMI Coordinator, Medical Staff Office  
8200 Walnut Hill Lane, Dallas, TX 75231

Phone (214) 345-4484

Fax (214) 345-2939 Please include payment information.

Visit [www.pmiMD.com](http://www.pmiMD.com) Secure online registration 24 hours a day.

#### PROGRAM FEE/DISCOUNT POLICIES

**\$999 per person. Early Bird discount of \$150 if registered by June 6, 2010 or save \$75 if registered by July 7, 2010.**

*Includes breaks, lunch & instructional materials.*

#### PARTICIPANT INFORMATION

Registrant 1 \_\_\_\_\_

Registrant 2\* \_\_\_\_\_

Registrant 3\* \_\_\_\_\_

Additional registrants may be listed on a separate sheet

**\*If you are registering two or more participants, or if you are PMI-Certified, please call for discount information.**

Practice Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

E-mail \_\_\_\_\_

#### PAYMENT INFORMATION

Select form of Payment:  VISA  MasterCard  AmEx or  
 Check (**payable to Practice Management Institute**)

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