

# Upcoming Seminar for Medical Office Personnel

Presented by:



PRACTICE  
MANAGEMENT  
INSTITUTE

LEARNING CENTER



## 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**

**Fridays, Sept. 10, 17, 24,  
Oct. 1 & 9, 2010**

Memorial Hermann Northwest Hospital  
South Tower, Classroom C  
1635 North Loop West  
Houston, TX 77008  
or

**Saturdays, Sept. 11, 18, 25,  
Oct. 2 & 9, 2010**

Memorial Hermann Southwest Hospital  
Alamo Conference Room  
7600 Beechnut  
Houston, TX 77074

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

**Both exams held Oct. 9, 2010.**

**Cancellation Policy:** A credit voucher will be issued if cancellation is received at least 48 hours prior to program. For refunds, a \$20 processing fee will be deducted for cancellations received in writing at least 1 week prior to the program start date; 50% refund if less than 1 week. Refunds cannot be processed for no shows.

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

Sept. 10, 17, 24, Oct. 1 & 9  
(Prgm# 15429-0910)

Sept. 11, 18, 25, Oct. 2 & 9  
(Prgm# 15378-0911)

Memorial Hermann NW Hospital  
South Tower, Classroom C  
1635 North Loop West  
Houston, TX 77008

Memorial Hermann SW Hospital  
Alamo Conference Room  
7600 Beechnut  
Houston, TX 77074

**8:30 a.m. to 4:30 p.m. each day! Both exams held: Oct. 9, 2010.**

#### REGISTRATION METHOD

Mail with payment to:  
**Donna Alwais, PMI Learning Center Coordinator**  
9401 Southwest Freeway, Suite 1100, Houston, TX 77074

Phone (713) 448-6787

Fax (713) 448-6832 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. Save \$150 if paid in full by Aug. 10, 2010.**  
Includes instructional materials. Lunch on your own.

#### 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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