

Upcoming Seminar for Medical Office Personnel

Presented 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 26, 27,
September 17 & 18, 2010**

Certification Exam: Sept. 24

Mercy Hospital - Grayling
1100 Michigan Avenue
Grayling, MI 49738

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

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

REGISTRATION FORM

Please keep a copy for your records.

PROGRAM INFORMATION

August 26, 27, September 17 & 18, 2010

Certification Exam: Sept. 24 (Prgm# 15748-0826)

Mercy Hospital - Grayling
1100 Michigan Avenue
Grayling, MI 49738

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

REGISTRATION METHOD

✉ Mail with payment to:
PMI, Attention Paige
PO Box 1232, Walled Lake, MI 48390

☎ Phone: 248-505-1876

📠 Fax: 248-438-6928 Please include payment information.

✉ Email: pmskaitis.pmi@comcast.net

Questions? Call Paige at 248-505-1876, pmskaitis.pmi@comcast.net, or Laura at Dr. Stirling's office 989-745-3883, woodsgoodness@yahoo.com

PROGRAM FEE/DISCOUNT POLICIES

Registration Fee: \$899 per person for Mercy Hospital physician office/staff, \$999 per person for non-Mercy. Save \$100 if paid by July 26. Call for possible discounts. Includes instructional materials and certification exam.

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
 Check (**payable to Practice Management Institute**)

For charges, call Paige at 248-505-1876

Total Amount: _____