

REGISTRATION FORM—Medical Billing & Coding

Please print neatly

HCC Student ID No. or Soc Sec # _____

Name (Last, First, M.I.) _____

Street Address _____

City, State, Zip _____

County _____ Date of Birth ____/____/____

Sex (M/F) _____ Home Phone _____

Work Phone _____

Email address _____

Ethnic origin (Circle one)

- | | | |
|---------------------|--------------------|----------|
| 1. Asian | 3. Native American | 5. White |
| 2. African American | 4. Hispanic | 6. Other |

Course No.	Course Title	Cost
_____	_____	_____
_____	_____	_____

(Add \$10 for non-Howard County resident, _____
\$20 for non-Maryland)

TOTAL \$ _____

Signature _____

I certify the above information is true & correct.

For Credit Card Registrants:

Please circle one—Visa MasterCard AmExpress Discover

Card No. _____ Expir. Date _____

Name as it appears on card _____

Cardholder's Signature _____

I am an HCC full-time employee or dependent.

HOW TO REGISTER:

FAX-IN (credit card registrations only): Fax form with credit card information to **410-772-4333**.

WALK-IN: Student Services Bldg Rm RCF 233 on HCC Campus
Hours: Mon-Thur 8:45 am-8 pm, Fridays 8:45 am-5 pm

MAIL-IN: Send form & check or credit card information to:

**Howard Community College, Little Patuxent Pkwy,
Columbia, MD 21044 ATTN: Lock Box Cashier RCF 203**

(Allow a week for processing.)

ONLINE: Visit www.hccexpress.net, and follow instructions for noncredit (continuing education) students.

MEDICAL INSURANCE BILLING TRACK

Prerequisite Skills: You must have basic computer skills in Microsoft Word, Windows, Excel, and the Internet to pursue the Medical Insurance Billing Track. Computers and Information Technology courses are included in the Fall 2009 and Winter/Spring 2010 Noncredit Schedule of Classes and on our website at www.howardcc.edu. (Click on "Continuing Education" and then on "Courses.")

Medical Insurance Billing A-Z Part One

If you are interested in a medical billing career or need to sharpen your skills in medical insurance billing, this class is for you.

Whether your goal is to become an entry-level medical biller or to advance your proficiency as an existing biller, the overview in this course will help you achieve your goal. Learn all the essential components of the medical billing process including entering charges, submitting insurance claims, posting insurance payments, etc. This hands-on course, led by a practicing professional using one of the industry's most effective advanced patient accounting software, will prepare you for today's job market.

Potential employer information and possible job placement opportunities for an entry-level position in a doctor's office or clinic may be available upon successful completion of this class (job placement not guaranteed). *National Certification eligibility does not apply to students completing this course.* Basic keyboarding, Microsoft Word, Windows, Excel, and Internet skills required. No additional prerequisites required. 4.2 CEUs. \$402 (includes \$150 lab fee* and \$75 materials fee*)

- Sat 8:30am-4:30pm Sept 12-Oct 17, 2009
#6998 XH 202 7641 Gateway Campus
- Sat 8:30am-4:30pm Jan 30-Mar 6, 2010
#8457 XH 202 7878 Gateway Campus

Medical Insurance Billing A-Z Part Two

Advance your proficiency as an existing biller, increase your chances of promotion, and gain additional skills for today's job market. This course builds on A-Z Part One and provides essential steps to move you from billing to receiving the optimum insurance payment. Learn the techniques required to ensure receipt of provider payments. Topics include review of payer guidelines, how to complete and submit Medicare, Medicaid, a variety of commercial credentialing applications, and best collection practices including writing and submitting appeal letters. This hands-on course, led by a practicing professional expert using one of the industry's most effective advanced patient accounting software, will add valuable skills to compete in the current job market. Potential employer information and possible job placement opportunities for an entry-level position in a doctor's office or clinic may be available upon successful completion of this class (job placement not guaranteed). National certification eligibility does not apply to students completing this course. Basic keyboarding, Microsoft Word, Windows, Excel, and Internet skills required. Prerequisite: Medical Insurance Billing A-Z Part One. 4.2 CEUs. \$402 (includes \$150 lab fee and \$75 materials fee*)

- Sat 8:30am-4:30pm Oct 31-Dec 12, 2009
#7041 XH 203 7643 Gateway Campus
- Sat 8:30am-4:30pm Apr 17-June 5, 2010
(No class May 29)
#8464 XH 203 7961 Gateway Campus

*Fees not eligible for waiver.

For more information
email Regina Roberts at
rroberts@howardcc.edu



Medical Billing & Coding

Noncredit
Continuing Education
Courses 2009-2010



Division of Continuing Education
& Workforce Development



Skilled medical billing and coding specialists are in high demand. The profession is one of the fastest growing in allied health. Opportunities exist in medical offices, clinics, hospitals, rehabilitation centers, and insurance companies. Successful completion of the medical billing track will prepare you for an entry-level position. Successful completion of the medical coding track will prepare you for an entry-level position and for the Certified Coding Associate (CCA), Certified Coding Specialist Physician-Based (CCS-P), and Certified Coding Specialist (CCS) exams. Certifying organizations include American Health Information Management Association (AHIMA) and American Academy of Professional Coders (AAPC).

Prerequisite Courses

(All students interested in the medical coding track must take these four courses.)

Medical Terminology

A prerequisite to medical coding classes, Medical Terminology is the common denominator for all health care careers. You will learn the basics of medical terminology to prepare for any health care career, upgrade skills for a current position, or gain the knowledge needed to succeed in other medical courses. This new and revised format will provide an in-depth study of medical terms in their proper context. Topics include organization of terms, explanation and pronunciation guidelines of complex terms, descriptions of basic anatomy and physiology: recognizing and understanding both body structure and function terms, and complex body systems related to disease processes. Emphasis is on explaining terminology rather than rote memorization and understanding the language of medicine as it applies to diagnosis and treatment of medical conditions. Purchase textbook from HCC Bookstore prior to first class. (T) 4.8 CEUs \$312 (includes \$20 materials fee*)

- Mon, Wed 6-9:45pm, Aug 24-Sept 23, 2009
AND Sat 8:30am-4:30pm, Aug 29, Sept 12, 19, 2009 (no class Sept 7)
#5945 XH 184 7442 Gateway Campus

Anatomy/Physiology for Medical Insurance Billers/Coders

This course presents the structure of the body and body systems and analyzes the normal

function of bodily organs. Topics include cell and tissues, the integumentary system, the skeletal system, the muscular system, the nervous system, the respiratory system, genitourinary system, the cardiovascular system, the urinary system, the digestive system and more. You will also be introduced to radiology with nuclear medicine, psychiatry and oncology and more. Prerequisite: Medical Terminology. Purchase textbook from HCC Bookstore before first class. (T) 5.6 CEUs \$362 (includes \$75 materials fee*)

- Mon, Wed 6pm-9:45pm, Oct 5-Nov 7, 2009
AND Sat 8:30am-4:30pm Oct 10,24, Nov 7
#6814 XH 567 7642 Gateway Campus

Introduction to Medical Coding – ICD-9-CM

Medical coding is vital to the field of health care coding and reimbursement. This provides basic diagnosis coding knowledge for the entry-level professional. Instruction will cover basic orientation to the coding principles and practices of the three volumes in the ICD-9-CM. Prerequisites: Medical Terminology, and Anatomy/Physiology for Medical Insurance Billers/Coders. Before first class, you must purchase these textbooks online at www.medicalcodingbooks.com or by calling 1-866-900-8300: (1) *Coding Manual 2010 ICD-9-CM Professional for Hospitals* Vols 1,2,3 softbound by Ingenix, and (2) workbook—Faye Brown's *2010 ICD-9-CM Handbook for Beginning Coders without Answer Key* publ. AHA. 4.2 CEUs. \$320 (includes \$30 materials fee*)

- Mon, Wed 6-9:45pm, Nov 16-Dec 21, 2009
AND Sat 8:30am-4:30pm Dec 19, 2009
#6997 XH 573 7644 Gateway Campus

Introduction to Medical Coding – CPT & HCPCS

Learn the basics of coding medical procedures using CPT (Current Procedural Terminology) and the Medicare HCPCS II. You will learn how to code outpatient and physicians procedures. Receive an introduction to the procedure coding conventions and format, CPT Guidelines, Evaluation and Management Coding E&M, Anesthesia Coding, Ambulatory Surgery Coding, Radiology, Laboratory, and Medicine procedural coding. In addition to the procedures, you will learn to assign the correct modifier requirements for optimal reimbursement. This course will also introduce you to the basics of reading medical

records. Prerequisites: Introduction to Coding – ICD-9-CM. Before first class you must purchase these books online at www.medicalcodingbooks.com or by calling 1-866-900-8300: (1) *CPT coding Professional* (spiral) 2010 and (2) *HCPCS Level 2 Professional* (Softbound) 2010, Ingenix/St Anthony. Also purchase *Step by Step Medical Coding 2010 Text Only* by Carol J. Bucks, available from www.amazon.com. 4.2 CEUs. \$320 (includes \$30 materials fee*)

- Mon, Wed 6-9:45pm, Jan 10-Feb 8, 2010
AND Sat 8:30am-4:30pm Jan 23, Feb 6
#8605 XH 308 7879 Gateway Campus

MEDICAL CODING TRACK

Advanced Medical Coding I – Physicians Coding

Learn advanced-level physician-based coding. This course integrates ICD-9-CM coding system and the CPT/HCPCS for the medical office. Emphasis is placed on coding physician-based documentation from the place of service and specialty in areas of Evaluation and Management for all practices: Ambulatory Surgery, Anesthesia, Radiology Pediatrics, Cardiology, Hematology/Oncology, Nephrology, ENT, Orthopedics, Internal Medicine, Emergency Medicine, and other specialty areas. Other key areas of concentration include the modifier requirement and coding appeal solution for the physician based. The methodology in coding for reimbursement is also presented in the physician-based coding. Prerequisites: All four prerequisite courses listed herein. 5.6 CEUs \$440 (includes \$75 materials fee*)

- Mon, Wed 6-9:45pm, Feb 22-Mar 27, 2010
AND Sat 8:30am-4:30pm Feb 27, Mar 13, 27
#8458 XH 317 7880 Gateway Campus

Advanced Medical Coding II – Hospital Coding/Inpatient

This course compiles and summarizes the official ICD-9-CM coding guidelines concerning the most common, yet complex diagnosis coding issues. The course is organized by the major body systems chapters as found in the ICD-9-CM Manual. Concentration is placed on the assignment of the principle Diagnosis, CC-Chronic Conditions, and MCC-Major Chronic Condition for DRG selections. Inpatient coders can look forward to understanding the validation methodology of assigning the correct

diagnosis and inpatient procedure for optimal payment. Intense Case Mix scenarios illustrating the CCI Coding Edits will also be presented. Prerequisite: Advanced Medical Coding I. 5.6 CEUs. \$440 (includes \$75 materials fee*)

- Mon, Wed 6-9:45pm, Apr 12-May 22, 2010
AND Sat 8:30am-4:30pm, Apr 24, May 8, 22
#8465 XH 318 7960 Gateway Campus

Advanced Medical Coding III – Hospital Coding/Outpatient

This course trains you in hospital-based outpatient specialty areas using the latest 3M coding software. The course presents the coder with the reimbursement methodology of the Revenue centers, Medicare Ambulatory Patient Classification, coupled with the coding assignment of the ICD-9-CM and the CPT/HCPCS for the outpatient. Like physician-based coding, outpatient coding also focuses on the physician's documentation, with further emphasis on the technical components related to coding for the use of the specialty areas including Emergency Room, Ambulatory Surgery, Radiology–Nuclear Medicines, Radiation Therapy, X-rays, MRI, Cardiology–Cardiac Catheterization, GYN-Labor and delivery, Hematology Oncology-Infusion coding / Chemotherapy Coding Nephrology–Dialysis, and Psychiatry. Clinic coding for the outpatient, with its associated revenue, and much more will be taught in depth. You will gain a full understanding of working and coding for the outpatient hospital. Prerequisite: Advanced Medical Coding II. 5.6 CEUs. \$440 (includes \$75 materials fee*)

- Mon, Wed 6-9:45pm, June 2-July 10, 2010
AND Sat 8:30am-4:30pm, June 12,26,July 10 (no class July 5)
#8466 XH 401 7962 Gateway Campus

For MEDICAL BILLING TRACK,
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