

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 your practice's financial health. 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

Tuesdays, October 7, 14, 21, 28 & November 4, 2008

Hampton Inn
50 W. Daily Drive
Camarillo, CA 93010

Wednesdays, October 8, 15, 22, 29 & November 5, 2008

Orange County Medical Association
300 S. Flower St.
Orange, CA 92868

Thursdays, October 9, 16, 23, 30 & November 6, 2008

Riverside County Medical Association
San Bernardino County Medical Society
3993 Jurupa Ave.
Riverside, CA 92506

8:00 a.m. to 4:00 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

REGISTRATION FORM

Please keep a copy for your records.

PROGRAM INFORMATION

- Tues., Oct. 7, 14, 21, 28 & Nov. 4, 2008** (Prgm# 13531-1007)
Hampton Inn
50 W. Daily Dr., Camarillo, CA 93010
- Wed., Oct. 8, 15, 22, 29 & Nov. 5, 2008** (Prgm# 13532-1008)
Orange County Medical Association
300 S. Flower St., Orange, CA 92868
- Thur., Oct. 9, 16, 23, 30 & Nov. 6, 2008** (Prgm# 13533-1009)
Riverside County Medical Association & San Bernardino County Medical Society
3993 Jurupa Ave., Riverside, CA 92506

8:00 a.m. to 4:00 p.m. each day - must attend all 5 days.

REGISTRATION METHOD

- Mail with payment to:**
Shelby Roberts, Practice Management Institute®
9501 Console Drive, Suite 100, San Antonio, TX 78229
- Phone (800) 259-5562 or (210) 691-8900**
- Fax (210) 691-8972** Please include payment information.
- Visit www.pmiMD.com Secure online registration 24 hours a day.

PROGRAM FEE/DISCOUNT POLICIES

\$999 per person. CMA members pay only \$649 per person.
Lunch on your own. Includes 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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