

**Academy of Medicine
of
Cleveland/Northern Ohio Medical
Association (AMC/NOMA)
and
Tri-C's Center For Health Industry Solutions**



**FALL 2004
CONTINUING AND PROFESSIONAL
EDUCATION SCHEDULE**



A Division of Cuyahoga Community College

(AMC/NOMA) is Pleased to Announce a New Member Benefit

The Academy of Medicine of Cleveland/Northern Ohio Medical Association (AMC/NOMA) is pleased to partner with Cuyahoga Community College's (Tri-C) Center for Health Industry Solutions to offer Certification Courses and Continuing Education Unit Seminars at discount prices for AMC/NOMA members and staff.

Earn your Certification and CEUS through
Cuyahoga Community College's Medical Practice Management Seminars.
**AMC/NOMA members and their staff are eligible for special discounts
for the following courses in Cleveland.**

Programs are taught by Practice Management Institute (PMI) or
local Cleveland expert instructors and focus specifically on Medical Practice needs.

Tri-C's Center for Health Industry Solutions was established with the support of the Mt. Sinai Health Care Foundation. It works with health care providers and students to develop programs tailored to meet the needs of the health care industry. The AMC/NOMA is pleased to be working with the Center and we encourage you to let us know if there are other subject areas or courses that you would like us to explore with the Center and provide to our members and staff at a discounted rate.

**Members and/or their staff will need an exclusive AMC/NOMA
course number to register and obtain the discount.**

**To register you must call Linda Hale at the AMC/NOMA at 216-520-1000, ext. 309,
or email her at lhale@amcnoma.org to confirm your AMC/NOMA membership.**

Sincerely,
Elayne R. Biddlestone
Executive Vice President/CEO

MEDICAL CODING FOR PHYSICIAN'S PRACTICE

Program Description

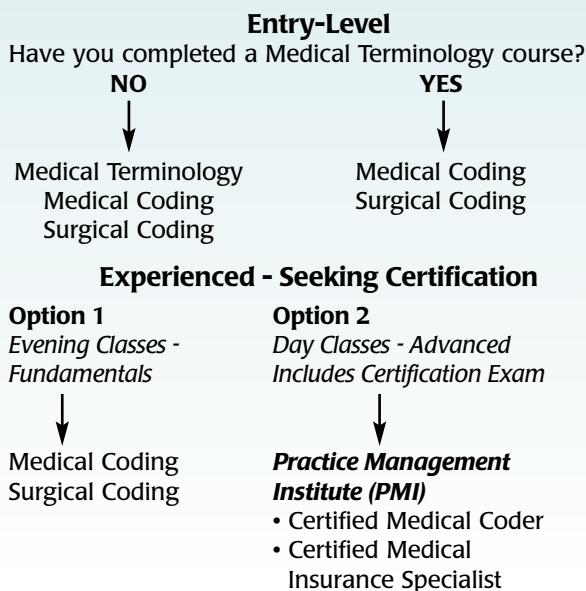
This program is for individuals interested in entering or improving their skills in medical office coding.

- Medical office coders
- Claims managers
- Medical billing representatives
- Patient account representatives
- Medical office managers and secretaries

Coursework

- **Medical Terminology/Anatomy & Physiology**
- **Medical Coding and Ancillary Services**
- **Surgical Coding/Modifiers/HCPCS Coding**

Requirements/Training



MEDICAL OFFICE FAST TRACK CERTIFICATIONS

To meet the need for accelerated training for professionals in medical practice management, Tri-C offers four - and - five day certifications in conjunction with Practice Management Institute (PMI). PMI certification courses provide skills enhancement to maximize performance on the job in the fields of medical practice management and reimbursement. Our seminars offer Continuing Education Units (CEU) from The American Academy of Professional Coders (AAPC) and/or The American Association of Medical Assistants (AAMA), and Practice Management Institute (PMI).

Certification Classes with Self-Study Option:

- Certified Medical Coder
- Certified Medical Insurance Specialist
- Certified Medical Office Manager

Call (216) 987-3075 for information on Certification Courses by PMI.



Medical Terminology/Anatomy & Physiology

This course teaches medical terminology, human anatomy, and reliable methods for retaining the material. Participants will review the structure and composition of the human body and organ functions while learning helpful methods for breaking down medical terms and word meaning. By reviewing word structure, visual identification of terms, spelling, definition and pronunciations, participants will be able to better grasp the terms for application in medical coding. Flash cards and CD-ROM practice will enhance your comprehension of complex medical terms.

Note: This is the first of a three-module series designed to train participants to perform medical coding for the physician's office. The textbook required is "Medical Terminology: A Living Language 3rd Edition" by Fremgen and Frucht.

| | | |
|---------------------------------------|----------------------|----------------|
| \$216.00 | CEU: 2.4 | HRS: 24 |
| East Campus | | |
| 4250 Richmond Rd. East 2 - 246 | | M W |
| Sep 13 - Oct 13 | 6:00p - 9:00p | Charny |
| -OR- | | |
| East Campus | | |
| 4250 Richmond Rd. East 2 - 246 | | M W |
| Nov 3 - Dec 8 | 6:00p - 9:00p | Charny |

*No Class Nov 24.

Nov 3 and Dec 1 classes in room 229

PRACTICE MANAGEMENT INSTITUTE

Practice Management Institute

Tri-C is pleased to bring you certification courses from the nationally recognized Practice Management Institute (PMI). Thousands of physicians and medical office professionals have attended PMI's programs.

PMI has been certifying medical practice professionals since 1981. PMI Certification Programs have two goals. The first is to provide a superior level of education in medical practice management. The second is to provide graduates a means of demonstrating their enhanced level of expertise. PMI's Certification Programs are nationally recognized as a mark of competent and ethical practice management skill.

PMI offers:

- Quality education from experts with the latest knowledge of reimbursement and compliance trends.
- Fast track certification classes with a self study option.
- Methods to improve your reimbursement knowledge to maximize your success on the job.

Why Become Certified through Tri-C's Practice Management Institute Courses?

- Advance your career
- Enhance your value to your employer
- Demonstrate your commitment to professional development
- Maximize your practice administration and billing success
- Earn College, AAPC and AAMA continuing education units
- Receive a complimentary subscription to The Link, PMI's practice management newsletter, with coding strategies and industry insider news.

To maintain your Certification, you must earn a minimum of 12 CEU hours per year and pay an annual recertification fee of \$75.



Medical Coding and Ancillary Services

Prerequisite: *Medical Terminology/Anatomy & Physiology OR knowledge of medical terminology from, working in a medical practice.*

Those interested in entering the field of medical coding will develop skills to analyze medical records, assign CPT-4 procedure codes and ICD-9 diagnosis codes for compliance in medical coding. Focus topics include Evaluation and Management Services, coding guidelines for the departments of medicine, radiology, lab, pathology and anesthesia. Instruction in this workshop setting consists of methods to implement coding systems that differentiate clinical modifications, symbols, abbreviations and punctuation landmarks. Topics include issues of medical necessity and documentation standards for accurate procedural coding for medical services.

Note: *Visit our website www.healthindustrysolutions.info for text book information.*

This is a companion course to Surgical Coding/Modifiers/HCPCS Coding. These courses may be taken in any order.

\$432.00 **CEU: 4.8** **HRS: 48**

West Campus

11000 Pleasant Valley Rd. Room G04B **M W**
Oct 11 - Dec 6 **6:00p - 9:00p** **Block**

-OR-

Westlake Campus

25425 Center Ridge Rd. Room 308 **W**
Oct 13 - Feb 16 **6:00p - 9:00p** **Anderson**

***Class Date: Every Wednesday beginning Oct 13 except Nov 24, Dec 22 & Dec 29**

Successful Completion of Medical Coding and Surgical Coding will enable students to:

1. Evaluate a medical record for accuracy and completeness.
2. Accurately code diagnoses using the ICD-9-CM coding system.
3. Properly use special terms, marks, abbreviations and symbols used in the ICD-9-CM coding and the CPT-4 coding systems.
4. Accurately complete forms necessary for billing claims for Medicare and private insurance.
5. Perform specialty coding and describe reporting guidelines for specialty services and interventions.
6. Explain and apply terms such as HCPCS, modifiers, charges, diagnostic reference numbers and units.
7. Research missing information in coding professional medical office claims.

Surgical Coding/Modifiers/HCPCS Coding

Prerequisite: Medical Terminology/Anatomy & Physiology OR knowledge of medical terminology from working in a medical practice.

Develop skills for analyzing operative notes, assigning CPT-4 procedure codes and ICD-9 diagnosis codes for compliance in surgical coding. This course will focus on HCPCS codes, modifiers, documentation standards for accurate procedural coding and issues of medical necessity. Instruction in this workshop setting consists of methods to implement coding systems that differentiate clinical modifications, symbols, abbreviations and punctuation landmarks.

Note: Visit our website www.healthindustrysolutions.info for text book information.

This is a companion course to Medical Coding and Ancillary Services. These courses may be taken in any order.

\$432.00 **CEU: 4.8** **HRS: 48**

East Campus
4250 Richmond Rd. **T R**
Oct 19 - Dec 16 **6:00p - 9:00p** **Anderson**
-OR-

West Campus
11000 Pleasant Valley Rd. **M W**
Dec 13 - Feb 14 **6:00p - 9:00p** **Block**

*No Classes Dec 27, Dec 29 and Jan 3

Certified Medical Coder (CMC) by PMI

Prerequisite: Medical coding experience or prior coding seminars

This five-day certification course teaches advanced diagnostic and procedural coding for all medical/surgical services. Instruction is geared for the participant working in a medical practice who is familiar with the fundamentals of professional coding for the physician's practice. To receive the CMC Certification, you must attend all full-day sessions and complete all assignments. The comprehensive exam needs to be taken on day five, or you have up to one year from the last day of this class to take the exam at Cuyahoga Community College. Course fee includes certification exam.

Note: Participants must bring current ICD-9-CM and CPT manuals and medical dictionary to each class.

\$750 **CEU: 3.5** **HRS: 35**

East Campus
4250 Richmond Road **East 2 - 229** **W**
Sep 22 - Oct 20 **8:30a - 4:30p** **PMI**

*Class Dates: 9/22, 9/29, 10/6, 10/13, 10/20

CPT Coding Workshop by PMI

Accurate coding leads to proper reimbursement, fewer rejected claims and reduced risk of penalties from improper claims submissions. This course, for participants entering or updating current medical coding/billing skills, will explore essential skills so that you can properly code CPT and ICD-9-CM. Evaluate the system for diagnostic and procedural coding and how ICD-9-CM relates to CPT coding for reimbursements. This workshop provides instruction and hands-on exercises.

Note: Participants must bring current ICD-9-CM Volumes I and II and current CPT manual to class. AAPC 4 CEU's

\$119.25 **CEU: 0.4** **HRS: 4**

Cleveland Clinic Foundation Conf Room A
5001 Rockside Rd 44131 **R**
Oct 28 **8:00a - 12:00p** **PMI**

ICD-9-CM Coding Workshop by PMI

Improve your coding knowledge with the latest information, including an overview of the newest ICD-9-CM codes. Determine how to secure accurate reimbursement and receive fewer rejected claims. This fast-paced workshop provides instruction and hands-on exercises.

Note: Participants must bring current ICD-9-CM, Vols. I & II to class. AAPC 4 CEU's

\$119.25 **CEU: 0.4** **HRS: 4**

Cleveland Clinic Foundation Conf Rm B
5001 Rockside Rd 44131 **R**
Oct 28 **1:00p - 5:00p** **PMI**

Advanced Coding Challenge by PMI

This coding challenge provides advanced CPT and ICD-9-CM coding exercises for the physician's practice and offers complex coding case studies for group discussion. Improve your coding skills for compliance and reimbursement success. Bring your practice administration up to the next level in coding accuracy and improve your physician's bottom line.

Note: Participants must bring a current CPT and ICD-9-CM, Vol. I and II to each class. AAPC/AHIMA 4 CEU's

\$119.25 **CEU: 0.4** **HRS: 4**

East Campus
4250 Richmond Rd **East 2 - 229** **R**
Nov 4 **8:00a - 12:00p** **PMI**
-OR-

Cleveland Clinic Foundation Conf Rm A
5001 Rockside Rd 44131 **R**
Nov 4 **1:00p - 5:00p** **PMI**

Certified Medical Insurance Specialist (CMIS) by PMI

Prerequisite: Familiarity with CPT & ICD-9-CM coding techniques
 This four-day course teaches you advanced insurance processing techniques so you can submit all your claims with confidence. You will communicate the diagnosis and treatment on the appropriate claim forms and assess the purpose of combining form elements. Sessions include hands-on CPT and ICD-9-CM coding exercises and managed care billing techniques. To receive the CMIS Certification, you must attend all full-day sessions and complete all assignments. The comprehensive exam needs to be taken on day four, or you have up to one year from the last day of this class to take the exam at Cuyahoga Community College. Course fee includes certification exam

Note: Participants must bring current ICD-9-CM and CPT manuals and medical dictionary to each class.
 AAPC 22 CEU's

| | | |
|---------------------------------------|----------------------|----------------|
| \$540 | CEU: 2.4 | HRS: 24 |
| East Campus | | |
| 4250 Richmond Rd. East 2 - 229 | | R |
| Nov 18 - Dec 16 | 8:30a - 3:30p | PMI |

*No class on November 25

Chart Auditing Workshop

A self-audit for the medical practice is an effective way to protect the viability of your office by identifying innocent errors that could lead to decreased reimbursement or allegations of fraud and abuse. This full-day, hands-on auditing workshop will give you the information you need to implement or enhance your own internal audit program. Ensure that your practice is receiving complete and accurate reimbursement through coding and billing for compliance. Explore actual charts for audit through current documentation guidelines. Topics will include outpatient and inpatient coding encounters, correct CPT and ICD-9-CM code linkages. Strengthen your understanding of OIG expectations for your internal compliance.

| | | |
|-------------------------------------|--------------------|---------------|
| \$149 | CEU: 0.6 | HRS: 6 |
| Cleveland Clinic Foundation | | |
| TT1-104 Conference Room | | |
| 9500 Euclid Avenue Cleveland | | F |
| Oct. 8 | 9:30a-4:30p | PMI |

Certified Medical Office Manager (CMOM) by PMI

Prerequisite: Experience working in a medical practice.
 Prepare for your Medical Office Management Certification by taking this outstanding course. During four days of intensive study you will review office management issues including budgeting and revenue projects, practical administrative situations, financial statement analysis, coding and insurance processing, contract analysis, negotiation, compensation, and payer taxes. The review also covers managerial issues: staff meetings, customer service, employee training and productivity, compliance, and time management strategies. Become a better manager while preparing for the exam. To receive the CMOM Certification, you must attend all full-day sessions and complete all assignments. The comprehensive exam needs to be taken on day four, or you have up to one year from the last day of this class to take the exam at Cuyahoga Community College. Course fee includes certification exam.

| | | |
|---|----------------------|----------------|
| \$540 | CEU: 2.4 | HRS: 24 |
| Westlake Campus | | |
| 25425 Center Ridge Road Room 308 | | T |
| Oct 26 - Nov 16 | 8:30a - 3:30p | PMI |

Front Desk Specialist for the Medical Practice by PMI

This program is designed for medical front office/physician practice and clinic professionals who wish to enhance productivity and gain new skills in managing the medical front office. Develop valuable strategies to diffuse and solve patient problems, maintain HIPAA compliance, and manage the insurance processing and registration/scheduling demands of this job. This program will cover topics such as cash collections, effective communication, telephone management, appointment scheduling, and stress and time management.

| | | |
|--|----------------------|---------------|
| \$119.25 | CEU: 0.3 | HRS: 3 |
| East Campus | | |
| 4250 Richmond Rd. East 2 - 246 | | R |
| Oct 7 | 1:00p - 4:00p | PMI |
| Westlake Campus | | |
| 25425 Center Ridge Rd. Room 312 | | W |
| Oct 27 | 1:00p - 4:00p | PMI |

Principles of Medical Office Management by PMI

Medical Office Managers will fine tune their knowledge of administration and personnel management techniques to meet today's challenges in the medical office. Successful medical practices today need to ensure cash flow, maintain an effective and efficient staff, and create a positive practice image through dynamic patient relations and community marketing. This course is designed to direct the Office Manager in making sound practice management procedures through several methods; and focuses on improved communication and systems for success.

\$96.75 **CEU: 0.3** **HRS: 3**

East Campus

4250 Richmond Rd. East 2 - 246 **R**
Oct 7 **9:00a - 12:00p** **PMI**

-OR-

Westlake Campus

25425 Center Ridge Rd. Room 308 **W**
Oct 27 **9:00a - 12:00p** **PMI**

Reimbursement Update 2005 by PMI

The most important training class of the year! Don't miss this program for essential Medicare, coding, and compliance updates for your practice. Practice staff including managers, coding and billing personnel will not want to miss this once-a-year update opportunity.

Note: ICD-9-CM and CPT codes are released earlier this year with no grace period for implementation. AAPC 3 CEU's

\$96.75 **CEU: 0.3** **HRS: 3**

Cleveland Clinic Foundation

NA1-142 Lerner Research
9500 Euclid Avenue Cleveland **T**
Dec 14 **9:00a - 12:00p** **PMI**

-OR-

Westlake Campus

25425 Center Ridge Rd. Room 308
Dec 14 **1:00p - 4:00p** **PMI**

East Campus

4250 Richmond Rd. East 2 - 230 **W**
Dec 15 **9:00a - 12:00p** **PMI**

-OR-

Dec 15 **1:00p - 4:00p** **PMI**

West Campus

11000 Pleasant Valley Rd. **F**
Dec 17 **8:30a - 11:30a** **PMI**

KEY TO LOCATIONS

East Eastern Campus
 4250 Richmond Road
 Highland Hills, OH 44122

Metro Metropolitan Campus
 2900 Community College Avenue
 Cleveland, OH 44115

UTC Unified Technologies Center
 2415 Woodland Avenue
 Cleveland, OH 44115

West Western Campus
 11000 Pleasant Valley Road
 Parma, OH 44130

Corporate College® - West
 25425 Center Ridge Road.
 Westlake, OH 44145

For directions, call (216) 987-3075

Members and/or their staff will need an exclusive AMC/NOMA course number to register and obtain the discount.

To register you must call Linda Hale at the AMC/NOMA at 216-520-1000, ext. 309, or email her at lhale@amcnoma.org to confirm your AMC/NOMA membership.

KEY TO DAYS OF THE WEEK

M Monday
T Tuesday
W Wednesday
R Thursday
F Friday
S Saturday
U Sunday

