

**FALL 2005**

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



**Fall 2005  
CONTINUING AND PROFESSIONAL  
EDUCATION SCHEDULE**



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

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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.

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Earn your Certification and CEU's 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](mailto:lhale@amcnoma.org) to confirm your AMC/NOMA membership.**

Sincerely,  
Elayne R. Biddlestone  
Executive Vice President/CEO

### KEY TO LOCATIONS

*For directions,  
call (216) 987-3075*

#### **Eastern Campus**

4250 Richmond Road  
Highland Hills, OH 44122

#### **Corporate College® - East**

4400 Richmond Road  
Warrensville Heights, OH 44128

#### **Western Campus**

11000 Pleasant Valley Road  
Parma, OH 44130

#### **Corporate College® - West**

25425 Center Ridge Road  
Westlake, OH 44145

## Front Desk Specialist for the Medical Practice by PMI

ZHTH 1110

This course 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 course will cover topics such as cash collections, effective communication, telephone management, appointment scheduling, and stress and time management.

**\$134**                      **CEU: 0.3**                      **HRS: 3**  
**Sept 30**                      **CCE**                                      **F**  
                                     **9:00a - 12:00p**                      **Staff**

## Principles of Medical Office Management by PMI

ZHTH 1135

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.

**\$134**                      **CEU: 0.3**                      **HRS: 3**  
**Sept 30**                      **CCE**                                      **F**  
                                     **1:00p - 4:00p**                      **Staff**

<b>KEY TO DAYS OF THE WEEK</b>	M	Monday
	T	Tuesday
	W	Wednesday
	R	Thursday
	F	Friday
	S	Saturday
	U	Sunday

## Chart Auditing Workshop

ZHTH 1143

**Prerequisite:** Familiarity with medical records & code systems

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 AAPC CEU's 6.

**\$224**                      **CEU: 0.6**                      **HRS: 6**  
**Sept 29**                      **Off-Campus**                      **R**  
                                     **8:30a - 3:30p**                      **Staff**

**Class will be held at CCF, 9500 Euclid Avenue, Cleveland. Lerner Research Building Room NA1-139.**

## Certified Medical Coder (CMC) by PMI

ZHTH 1074

**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. Self-study options available. AAPC 35 CEU's

**\$800**                      **CEU: 3.5**                      **HRS: 35**  
**Sep 13 - Oct 11**                      **Off Campus**                      **T**  
                                     **8:30a - 4:30p**                      **Staff**

**Class will be held at Cleveland Clinic Foundation, 9500 Euclid Avenue, Cleveland. Lerner Research Building Room NA-2-28.**

**Nov 15 - Dec 20**                      **CCE - TBD**                      **T**  
                                     **8:30a - 4:30p**                      **Staff**  
**No class November 22, 2005**

## Advanced CPT Coding Concepts

ZHTH 1161

Coding for compliance requires practice in coding complex cases. This workshop will tackle procedures conducted in a wide variety of systems. Practice with colleagues to improve your coding skills for these systems: integumentary, musculoskeletal, cardiovascular, digestive, urinary, gynecologic, respiratory, neurological, ophthalmic and auditory. This half-day workshop will offer a comprehensive update and practice for even the most experienced coders.

**Note:** 4 CEUS will be applied for: AAPC, AHIMA, PMI. Must bring current CPT Coding manual.

\$120	CEU: 0.4	HRS: 4
	CCE - TBD	W
Nov 2	8:30a - 1:00p	Block

## Advanced ICD-9-CM Coding Concepts

ZHTH 1162

Explore the more difficult coding concepts relating to the diagnoses found in the specialties of infectious disease, oncology, cardiovascular, and endocrine systems. Tackle the more complex and obscure coding elements regarding the correct coding of sepsis, AIDS, neoplasm sequencing, diabetes mellitus, hypertension and cerebral vascular disease. Code obscure diagnoses such as diagnoses in respiratory care, pregnancy, newborn care, fractures, burns, injury and poisoning. Code adverse effects with accuracy. This half-day workshop will challenge your coding skills and provide a thorough update on 2006 ICD-9-CM codes.

**Note:** 4 CEUS will be applied for : AAPC, AHIMA, PMI. Must bring current ICD-9-CM Coding manual.

\$120	CEU: 0.4	HRS: 4
	CCE - TBD	W
Nov 30	8:30a - 1:00p	Block

## Customer Service Workshop for Health Care

ZHTH 1098

Good customer service is essential to building and maintaining a loyal patient base. This course offers customer service strategies to maximize your success at work. Topics include identifying your internal and external customers, understanding patient's rights and responsibilities, communicating effectively when you are too busy; dealing with difficult patients, and understanding how to create an atmosphere where you are in control.

\$113	CEU: 0.35	HRS: 3.5
	CCE - TBD	R
Nov 3	6:00p - 9:30p	Mazzola

## 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.**

## 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.

## Medical Coding/Billing for the Physician's Practice

### Medical Terminology/Anatomy & Physiology

ZHTH 1075

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-course series designed to train participants to perform medical coding for the physician's office. This is also included in the Patient Access Specialist Program. The text book required is "Medical Terminology: A Living Language, 3rd Edition" by Fremgen and Frucht (ISBN No. 0131849107).

\$216	CEU: 3	HRS: 30
	CCE - TBD	M W
Sep 7 - Oct 17	6:00p - 8:30p	Charny
	CCW - TBD	T R
Sep 8 - Oct 18	6:00p - 8:30p	Mazzola
	CCW - TBD	T R
Nov 1 - Dec 13	6:00p - 8:30p	Mazzola
	CCE - TBD	M W
Nov 2 - Dec 14	6:00p - 8:30p	Charny
No class November 23 and 24		

### Surgical Coding/Modifiers/HCPCS Coding Fundamentals

ZHTH 1077

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

For those interested in entering the field of professional coding, this class will assist you in developing skills for analyzing medical records and operative notes to assign CPT procedure codes and ICD-9-CM codes for compliance. This curriculum follows the second half of the Current Procedural Terminology (CPT) Manual and does include some Medical Sections. CPT Manual Sections reviewed will include Surgery in the 10000-60000 Sections; Radiology, Pathology and Laboratory and Medicine and more.

**Note:** This is a companion course to Medical Coding and Ancillary Services. These courses may be taken in any order. Required Books: 2006 CPT Professional Spiral (1-56337-6822) ICD-9 Expert for Hospital 2006 Spiral (1-56337-7039) Principles of CPT Coding 3rd Edition (1-57947-411-X) Principles of ICD-9-CM Coding 2nd Edition (1-57947-658-9)

\$507	CEU: 4.8	HRS: 48
	West - TBD	M W
Oct 19 - Dec 14	6:00p - 9:00p	Block
	CCE - TBD	T R
Oct 18 - Dec 13	6:00p - 9:00p	Anderson
No class November 24		

## 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

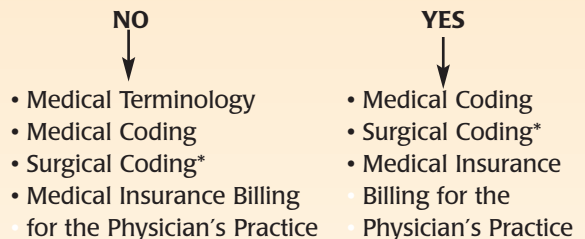
### Coursework

- Medical Terminology/Anatomy & Physiology
- Medical Coding and Ancillary Services
- Surgical Coding/Modifiers/HCPCS Coding
- Medical Insurance Billing for the Physician's Practice

### Requirements/Training

#### Entry-Level

Have you completed a Medical Terminology course?



#### Experienced - Seeking Certification

##### Option 1

Evening Classes - Fundamentals

- ↓
- Medical Coding
  - Surgical Coding
  - Medical Insurance Billing for the Physician's Practice

##### Option 2

Day Classes - Advanced Includes Certification Exam

- ↓
- Practice Management Institute (PMI)**
- Certified Medical Coder
  - Certified Medical Insurance Specialist

**\*Surgical Coding and Medical Insurance Billing offered Fall 2005.**

## Medical Billing Reimbursement

ZHTH 1132

Take this course to enhance your billing skills, or as part of our comprehensive Patient Access Specialist program to prepare for your professional certification. Gain skills necessary to sit for an examination as a Certified Healthcare Access Associate by The National Association of Healthcare Access Management (NAHAM). Explore insurance verification, eligibility and billing for Medicare, Medicaid and Commercial Insurance-covered medical services. Class work activities will simulate procedures that are used by hospitals and other health care providers. Determine when and how compliance affects insurance claims processing. Topics include the use of insurance terminology, types of insurance coverage, assignment of benefits and claim forms preparation. Examine the Internet to research insurance plans' expectations, Medicare, secondary payer specifications and guidelines. Use your textbook, workbook and CD to examine medical billing nuances for healthcare insurance claims.

**Note:** Required textbooks: "Understanding Health Insurance: A Guide to Professional Billing 8th Edition (ISBN 1-408195956) and Understanding Health Insurance Workbook (ISBN 1-40189609X).

\$282	CEU: 2.4 CCE - TBD	HRS: 24 W Hambrick
Oct 26 - Dec 21	6:00p - 9:00p	

## CCA Certification Exam Review

ZHTH 1158

**Prerequisite:** Coding experience from work in a healthcare setting or academic coursework in coding fundamentals

Join our expert instructor in this five-hour "cram session" to prepare for your exam for the CCA. This course will provide an intensive review of the CCA exam using timed mock test questions and answer review. Our live class format allows you to focus your exam preparation while you learn from your coding errors and from others in the class. This convenient Saturday workshop will supplement your studies and help you tie together the important elements of this Certification Exam preparation.

**Note:** Call 216-987-3171 for textbook information.

\$135	CEU: 0.5 CCE - TBD	HRS: 5 S Joseph
Oct 29	9:00a - 2:30p	

## CCS Certification Exam Review

ZHTH 1159

**Prerequisite:** Coding experience from work in a healthcare setting or academic coursework in coding fundamentals.

Join our expert instructor in this five-hour "cram session" to prepare for your exam for the CCS. This course will provide an intensive review of the CCS exam using timed mock test questions and answer review. Our live class format allows you to focus your exam preparation while you learn from your coding errors and from others in the class. This convenient Saturday workshop will supplement your studies and help you tie together the important elements of this Certification Exam preparation.

**Note:** Call 216-987-3171 for textbook information

\$135	CEU: 0.5 CCE - TBD	HRS: 5 S Joseph
Nov 19	9:30a - 2:30p	

## CCS-P Certification Exam Review

ZHTH 1160

**Prerequisite:** Coding experience from work in a healthcare setting or academic coursework in coding fundamentals.

Join our expert instructor in this five-hour "cram session" to prepare for your exam for the CCS-P. This course will provide an intensive review of the CCS-P exam using timed mock test questions and answer review. Our live class format allows you to focus your exam preparation while you learn from your coding errors and from others in the class. This convenient Saturday workshop will supplement your studies and help you tie together the important elements of this Certification Exam preparation.

**Note:** Call 216-987-3171 for textbook information

\$135	CEU: 0.5 CCE - TBD	HRS: 5 S Joseph
Dec 3	9:30a - 2:30p	

### Hospital Coding and Professional Coding

Certification Exam Reviews and CEU Seminar planning is underway for fall.

#### Saturdays

Certification Exam Review for American Health Information Management Association's  
CCA • CCS • CCS-P

&

American Academy of Professional Coders'  
CPC • CPC-H

#### Weekday Seminars

Advanced CPT Coding • Advanced ICD-9CM Coding  
Coding Changes for 2006 • ICD-10-CM

#### CEUs and Certifications at Home

Advance your career and practice skills at home through our ONLINE programs and SELF STUDY Certifications by PMI

## Self-Study Certification in Medical Coding and Office Management

by Practice Management Institute (PMI)

Tri-C offers the nationally recognized PMI certification program in a self-study format. Study at your own pace learning the most up-to-date information on medical practice management and reimbursement.

### Topics include:

- Certified Medical Coder (CMC)
- Certified Medical Office Manager (CMOM)
- Certified Medical Insurance Specialist (CMIS)

You will receive the full lecture and course materials as presented in the instructor-led program packaged into a self-study audiocassette kit and workbook.

### How Self-Study Works:

#### Register Early

Allow at least four weeks to study your materials and tapes to prepare for the live exam. You must bring current ICD-9-CM Vols. I and II, a current CPT manual and a medical dictionary to the exam. *Refunds available within 7 days of purchase. Material must be intact as purchased (seal not broken).*

#### Study the Materials

Study the materials and check your work with the answer keys provided in your manual. Listen to the audio instruction and pause the tape to complete the designated exercises.

#### Schedule an Examination Date

Contact the Center for Health Industry Solutions at (216) 987-2329 to find out about upcoming examination dates.

#### Take the Examination at Tri-C

Attend the review and examination class at the college from 9a to 4p to complete the exam. You will be notified in six to nine weeks about your test score.

**Call (216) 987-5875 to register for Certification Self-Study**

### Certified Medical Coder (CMC) Self-Study by PMI

ZHTH 1119

*Prerequisite:* Medical coding experience or prior coding seminars

This self-study certification course teaches advanced diagnostic and procedural coding. 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. You will receive audio tapes and a manual to study for your CMC course.

*Note:* When you are ready to test, please call Cuyahoga Community College at 216-987-3171 to receive a list of test dates. AAPC 35 CEU's

\$1,010

CEU: 3.5  
Self-Study

HRS: 35

Aug 29 - Dec 19

Staff

### Certified Medical Office Manager (CMOM) Self-Study by PMI

ZHTH 1120

*Prerequisite:* Experience working in a medical practice

This self-study course will prepare you for your Medical Office Management Certification. 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.

*Note:* When you are ready to test, please call Cuyahoga Community College at 216-987-3171 to receive a list of test dates.

\$810

CEU: 2.4  
Self-Study

HRS: 24

Aug 29 - Dec 19

Staff

### Certified Medical Insurance Specialist (CMIS) Self-Study by PMI

ZHTH 1121

*Prerequisite:* Familiarity with CPT & ICD-9-CM coding techniques

The self-study CMIS course teaches you advanced insurance processing techniques so you can submit all your claims with confidence. You will understand and communicate the diagnosis and treatment on the appropriate claim forms and assess the purpose of combining form elements. You will receive audio tapes, which includes CPT and ICD-9-CM coding exercises and managed care billing techniques, and a manual to study for your CMIS course.

*Note:* When you are ready to test, please call Cuyahoga Community College at 216-987-3171 to receive a list of test dates. AAPC 22 CEU's

\$810

CEU: 2.4  
Self-Study

HRS: 24

Aug 29 - Dec 19

Staff

## 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.



## ONLINE Medical Coding, Billing, and Transcription

Learn medical coding, billing, or transcription at home through our ONLINE Education program.

Course Title	Start Sept 12	Start Oct 3
Medical Terminology	#87928	#87929
Medical Coding	#87926	#87927
Medical Billing	#87924	#87925
Advanced Coding ICD-9-CM	#87934	#87935
Advanced Coding CPT	#87932	#87933
AAPC Certification Exam Review	#87930	#87931
Medical Transcription	#87936	#87937

**Fee: \$200.00 per class**

### **Program Description**

Program includes a series of six coding and billing courses that provides foundation skills for the CCA (Certified Coding Associate) exam administered by the American Health Information Management Association and the CPC-H (Certified Professional Coder-Hospital) exam administered by the American Academy of Professional Coders.

### **Topics Covered**

- CPT Coding Guidelines,
- ICD-9-CM Diagnostic Coding, HCPCS Level 2 coding,
- E/M Coding, Anesthesia Coding,
- Surgical Coding, and Use of Modifiers.

In addition Medical Terminology, UB-92 Claim Forms, Human Anatomy and Medicare Guidelines are provided. Student evaluation consists of accumulating the minimum number of points assigned to complete each course.

### **Instruction Materials**

Instruction material is provided on CD's. Student will be responsible for ordering via the internet, cost is \$45 per CD plus \$4.95 for shipping and handling. Other assignments are provided via "Blackboard" via the Internet. You are in regular contact with your instructor via e-mail. Audiotapes are provided for Medical Transcription.

### **Continuing Education**

Courses are designed to provide 39 contact hours (3.9 CEU's). Each course is 11 weeks in length.

**To register please call (216) 987-5875  
For more information call (216) 987-3028**

# Non-Credit Registration Form

Name \_\_\_\_\_  
Last First Mi Former

Date of Birth:   -   -   \_\_\_\_\_  
Mo. Day Yr. Month and day required.

Tri-C ID or Social Security Number           \_\_\_\_\_  
Last 4 digits required\*

**\*Tri-C ID information:** Students will no longer need to use their social security number as a primary ID, but it may still be required as a part of your record. Additional information is available at [www.tri-c.edu/tricid](http://www.tri-c.edu/tricid), choose "Frequently Asked Questions for Students", or by calling 216-987-5875.

## PERSONAL INFORMATION

Complete this area only if you are a new student or if any information has changed.

Address \_\_\_\_\_  
Number Street Apt. No. City State Zip County

Home Phone    -    -     \_\_\_\_\_  
Area Code E-Mail \_\_\_\_\_  
Required for online courses

Cell Phone    -    -     \_\_\_\_\_  
Area Code

Gender:  Male  Female Ethnic Background:  
 Black  American Indian or Alaskan  
 White  Asian, Pacific Islander, or Indian Subcontinent  
(Non-Hispanic)  
 Hispanic  Other

U.S. Citizen:  Yes  No

## BUSINESS or WORK INFORMATION

Complete this area if you are a new student or if any information has changed.

Business Name \_\_\_\_\_ Phone    -    -     \_\_\_\_\_  
Area Code Ext.

Address \_\_\_\_\_  
Number Street

City State Zip County FAX    -    -     \_\_\_\_\_  
Area Code

## PAYMENT INFORMATION

Master Card  Bill Company, via attached Purchase Order  Check (enclosed)  Money Order (enclosed)

Visa Account Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Discover Name on Card \_\_\_\_\_

Amer. Express Signature \_\_\_\_\_

**If registering for an ONLINE course, start date is required.**

↓

Course Reference Number	Course Title	Start Date	Fee
Signature (required) _____			<b>TOTAL</b>

## HOW TO REGISTER

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

To receive your course number you must call Linda Hale at the AMC/NOMA at 216-520-1000, ext. 309, or email her at [lhale@amcnoma.org](mailto:lhale@amcnoma.org) to confirm your AMC/NOMA membership.

Mail your completed registration form to:  
Cuyahoga Community College, Unified Technologies Registration, 2415 Woodland Ave., Cleveland, OH 44115  
or fax completed registration form to 216-987-3210.