

SUMMER 2005

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



SUMMER 2005
CONTINUING AND PROFESSIONAL
EDUCATION SCHEDULE



(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

KEY TO LOCATIONS

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

East

Eastern Campus
4250 Richmond Rd.
Highland Hills, OH 44122

Corporate College® - East

4400 Richmond Rd.,
Warrensville Heights, OH 44128
Adjacent to Eastern Campus

West

Western Campus
11000 Pleasant Valley Road
Parma, OH 44130

Corporate College® - West

25425 Center Ridge Road
Westlake, OH 44145

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.

\$110	CEU: 0.3	HRS: 3
	CCW	W
Jun 22	1:00p - 4:00p	Staff

Medicare Part B Reimbursement Guidelines

ZHTH 1093

As a Medicare provider, the physician agrees to fulfill certain contractual obligations with the government. Failure to have knowledge of and comply with these regulations can have a severe impact on revenue as well as subject the practice to allegations of fraud and abuse. This informative session will provide you with information on the statutory obligations of the Medicare provider and will provide the latest update on the AMA/HCFA documentation guidelines. This course will assist the physician and staff members in compliance with Medicare Guidelines and the requirements necessary to receive accurate reimbursement for services provided AAPC CEU's 3.

\$110	CEU: 0.3	HRS: 3
	CCW	T
Jun 21	1:00p - 4:00p	Staff
3 AAPC CEU's		

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.

\$187	CEU: 0.6	HRS: 6
	Off-Campus	R
Jun 23	8:30a - 3:30p	Staff
Class will be held at CCF, 9500 Euclid Avenue, Cleveland. Lerner Research Building Room NA1-139.		

OSHA Compliance for the Medical Practice

ZHTH 1155

Study the latest on the directive issued by the Occupational Safety and Health Administration (OSHA). Minimize serious health risks faced by office personnel who are exposed to blood and other potentially infectious materials. Topics include: annual review of exposure control plans, engineering controls and work practices for safety and compliance, multi-employer work site issues, CMC Guidelines for Hepatitis B, requirements for training and education of employees, replacements and updates to practice appendices and record keeping strategies. Prepare your practice for an OSHA Audit and assess the costs of compliance to the practice.

\$110	CEU: 0.3	HRS: 3
	CCW	T
Jun 21	9:00a - 12:00p	Staff

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.

KEY TO DAYS OF THE WEEK

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

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.



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.

\$110	CEU: 0.3	HRS: 3
	CCW	W
Jun 22	9:00a - 12:00p	Staff

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.

\$74	CEU: 0.3	HRS: 3
	CCE	M
Aug 8	6:00p - 9:00p	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.

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) 987-3075 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

HRS: 35

#53646

Self-Study

May 31 - Aug 7

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

HRS: 24

#53648

Self-Study

May 31 - Aug 7

Staff

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

ZHTH 1121

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

The self-study 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 include 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

HRS: 24

#53647

Self-Study

May 31 - Aug 7

Staff

