

SPRING 2005

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



**SPRING 2005**  
**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](mailto: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*
- *Medical Insurance Billing for the Physician's Practice*

### Requirements/Training

#### Entry-Level

Have you completed a Medical Terminology course?

NO



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

YES



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

#### 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

## 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-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: 2.4	HRS: 24
Jan 19 - Feb 21	East 2 - 246	6:00p - 9:00p	M W Charny
Jan 25 - Feb 24	Westlake - 112	6:00p - 9:00p	T R Mazzola
Apr 4 - May 4	East 2 - 246	6:00p - 9:00p	M W Charny

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## 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:** This is a companion course to Surgical Coding/Modifiers/HCPSC Coding. These courses may be taken in any order. Required Books: 2005 CPT Professional Spiral (1-57947-5795) ICD-9 Expert for Hospital 2005 Spiral (1563375885) Principles of CPT Coding 3rd Edition (1-57947-411-X) Principles of ICD-9-CM Coding 2nd Edition (1-57947-352-0)

<b>\$507</b>	<b>CEU: 4.8</b>	<b>HRS: 48</b>
<b>Feb 22 - Apr 14</b>	<b>East 2 - 246 6:00p - 9:00p</b>	<b>T R Anderson</b>
<b>Feb 28 - Apr 20</b>	<b>West, C - 239B 6:00p - 9:00p</b>	<b>M W Block</b>

### 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 healthcare common procedural coding system (HCPCS), 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:** This is a companion course to Medical Coding and Ancillary Services. These courses may be taken in any order. Required Books: 2005 CPT Professional Spiral (1-57947-5795)ICD-9 Expert for Hospital 2005 Spiral (1563375885)Principles of CPT Coding 3rd Edition (1-57947-411-X)Principles of ICD-9-CM Coding 2nd Edition (1-57947-352-0)

<b>\$507</b>	<b>CEU: 4.8</b>	<b>HRS: 48</b>
	<b>West - TBD</b>	<b>M W</b>
<b>May 2 - Jun 29</b>	<b>6:00p - 9:00p</b>	<b>Block</b>
	<b>East 2 - 229</b>	<b>T R</b>
<b>May 3 - Jun 30</b>	<b>6:00p - 9:00p</b>	<b>Anderson</b>

## Medical Insurance Billing for the Medical Practice

Explore medical insurance billing with step-by-step instructions. Determine when and how compliance affects insurance claims processing. Discover the use of Internet to access Medicare and secondary payer specifications. A variety of topics will be covered such as registration, claim form completion, secondary billing, and commercial insurance.

**Note:** Required textbooks: "Understanding Health Insurance: A Guide to Professional Billing 7th Edition (ISBN 1-4018-3791-3) and Understanding Health Insurance Workbook (ISBN 1-4018-8435-0).

<b>\$262</b>	<b>CEU: 1.2</b>	<b>HRS: 12</b>
	<b>East 3 - TBD</b>	<b>W</b>
<b>Mar 2 - Apr 20</b>	<b>6:00p - 9:00p</b>	<b>Anderson</b>

## Mastering Collections Through Insurance Processing by PMI

ZHTH 1111

Attend this information packed seminar to assist in evaluating your current billing procedures and protocols for all carriers including the "Federal Plans". This program will be an important step toward compliance, and in it you will learn how to lead your practice in the processes of audit, evaluation, and restructuring of your current insurance processing policies and procedures.

**Note:** AAMA .25 CEU's

<b>\$111</b>	<b>CEU: 0.3</b>	<b>HRS: 3</b>
	<b>CCW 104</b>	<b>W</b>
<b>Jan 26</b>	<b>1:00p - 4:00p</b>	<b>Staff</b>

## Documentation Guidelines by PMI

The first step to surviving a Medicare carrier audit and false claim penalty is to have working knowledge of the AMA-HCFA documentation guidelines. The successful implementation of a self-audit protocol should be a part of your compliance plan. This seminar is the insurance you need to comply. AMA-HCFA documentation guidelines for Evaluation and Management Codes are being utilized by Medicare and other third party payers for pre- and post-payment audit purposes. The guidelines provide a uniform method by which carriers audit physicians' medical records.

<b>\$111</b>	<b>CEU: 0.3</b>	<b>HRS: 3</b>
	<b>CCW 104</b>	<b>W</b>
<b>Jan 26</b>	<b>9:00a - 12:00p</b>	<b>Staff</b>

## Compliance Officer Training Clinic by PMI

Whether you're a newly assigned Compliance Officer or you've already begun establishing your own system, this two-day intensive workshop will give you the knowledge and tools to protect the financial security of your practice. Practice Management Institute will teach you the role, responsibility, and systems involved in serving as the practice Compliance Officer. Security set information and compliance procedures will be explored. Keep in mind: compliance goes far beyond Medicare - let this workshop help you prepare your practice for the future!

<b>\$371</b>	<b>CEU: 1.2</b>	<b>HRS: 12</b>
	<b>OFF Campus*</b>	<b>R F</b>
<b>Jan 27 - Jan 28</b>	<b>8:30a - 3:30p</b>	<b>Staff</b>

\* Academy of Medicine of Cleveland 6000 Rockside Woods Blvd Ste.150 Independence

## 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/AHIMA 6 CEU's

<b>\$187</b>	<b>CEU: 0.6</b>	<b>HRS: 6</b>
	<b>East 2 - TBD</b>	<b>W</b>
<b>Feb 9</b>	<b>8:30a - 3:30p</b>	<b>Staff</b>

## 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.

**Note:** Early bird discount and self-study options available, call 216-987-3028.

<b>\$639</b>	<b>CEU: 2.4</b>	<b>HRS: 24</b>
	<b>Off-Campus*</b>	<b>R F</b>
<b>Feb 10, 11, 17, 18</b>	<b>8:30a - 3:30p</b>	<b>Staff</b>

\* Academy of Medicine of Cleveland 6000 Rockside Woods Blvd Ste.150 Independence

## 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 6 CEU's

<b>\$187</b>	<b>CEU: 0.4</b>	<b>HRS: 6</b>
	<b>East 2 - TBD</b>	<b>W</b>
<b>Feb 16</b>	<b>8:30a - 3:30p</b>	<b>Staff</b>

**KEY TO DAYS OF THE WEEK**

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

## Chart Auditing Workshop

**Prerequisite:** Familiarity with medical records & medical 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.

<b>\$186</b>	<b>CEU: 0.6</b>	<b>HRS: 6</b>
	<b>CCW 104</b>	<b>W</b>
<b>Mar 30</b>	<b>8:30a - 3:30p</b>	<b>Staff</b>

## Accounts Receivable - Patient Collections for the Medical Practice

ZHTH 1094

To keep practice doors open, financial reimbursement for services rendered must occur. This course is designed to provide an effective, streamlined reimbursement process for your practice. Course instruction teaches a collection strategy segmented into 3 frames.

**Note:** If interested, please call 216-987-3028

<b>\$111</b>	<b>CEU: 0.3</b>	<b>HRS: 3</b>
	<b>Off-Campus - TBD</b>	<b>R</b>
<b>Mar 31</b>	<b>9:00a - 12:00p</b>	<b>Staff</b>

\*will be held at Academy of Medicine of Cleveland 6000 Rockside Woods Blvd Ste.150 Independence

## CPT/E&M and ICD-9-CM Coding

**Prerequisite:** Familiarity with ICD-9-CM and CPT Coding books

Recent changes have clarified and further defined the Evaluation and Management (E/M) codes first introduced in 1992. The AMA, in conjunction with the Health Care Financing Administration (HCFA) has developed documentation guidelines to assist in choosing correct levels of service. These guidelines are utilized not only by the Medicare carrier but also by the majority of private carriers in chart audits to determine if appropriate billing of services has occurred. Explore coding guidelines for the medical practice.

<b>\$111</b>	<b>CEU: 0.3</b>	<b>HRS: 3</b>
	<b>Off-Campus*</b>	<b>R</b>
<b>Mar 31</b>	<b>1:00p - 4:00p</b>	<b>Staff</b>

\*Academy of Medicine of Cleveland 6000 Rockside Woods Blvd Ste.150 Independence

## 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. Early bird discount and self-study options available, call 216-987-3028. AAPC 35 CEU's

<b>\$800</b>	<b>CEU: 3.5</b>	<b>HRS: 35</b>
	<b>East 2 - TBD</b>	<b>F</b>
<b>Apr 8 - May 6</b>	<b>8:30a - 4:30p</b>	<b>Staff</b>

## 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. to each class. AAPC/AHIMA 4 CEU's

<b>\$134</b>	<b>CEU: 0.4</b>	<b>HRS: 4</b>
	<b>East 2 - TBD</b>	<b>W</b>
<b>May 11</b>	<b>8:00a - 12:00p</b>	<b>Staff</b>
	<b>CCW 104</b>	<b>W</b>
<b>May 11</b>	<b>1:00p - 5:00p</b>	<b>Staff</b>

## Coding by Specialty - OB/GYN by PMI

This hands on coding workshop focuses exclusively on CPT and ICD-9-CM coding for the OB/GYN practice. OB/GYN coding exercises will help participants understand proper coding guidelines and increase understanding of the specialty. Topics will include: laparoscopy/hysteroscopy, consultations vs. referrals, modifiers and use of V codes during pregnancy, coding complications of pregnancy, childbirth and the puerperium, coding for ectopic and molar pregnancies and much more. This course was designed specifically to answer the coding, reimbursement and documentation challenges facing the OB/GYN coding professional today.

**Note:** You **MUST** bring a current CPT and ICD-9-CM Volumes I and II books to class. AAPC 4 CEU's

<b>\$134</b>	<b>CEU: 0.4</b>	<b>HRS: 4</b>
	<b>East 2 - TBD</b>	<b>F</b>
<b>May 13</b>	<b>8:30a - 12:30p</b>	<b>Staff</b>

## Coding by Specialty - Urology

This hands on coding workshop focuses exclusively on CPT and ICD-9-CM coding for the Urology practice. Urology coding exercises will help participants understand proper coding guidelines and increase understanding of the specialty. This course was designed specifically to answer the coding, reimbursement and documentation challenges facing the Urology coding professional today.

<b>\$134</b>	<b>CEU: 0.3</b>	<b>HRS: 3</b>
	<b>East 2 - TBD</b>	<b>F</b>
<b>May 13</b>	<b>1:30p - 4:30p</b>	<b>Staff</b>

## 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.

<b>\$74</b>	<b>CEU: 0.3</b>	<b>HRS: 3</b>
	<b>East 2 - 246</b>	<b>M</b>
<b>Mar 14</b>	<b>6:00p - 9:00p</b>	<b>Mazzola</b>

## 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**

