

Medical Coding and Terminology

Medical Office Practice (up to 30 Hours)

Recommended Prerequisite: Computer Basics

Price: \$980 (this class not eligible for vouchers)

This beginning level course introduces the student to the medical office. Students will have hands-on experience with actual correspondence, forms, and medical reports selected from the files of practicing physicians. Experience a realistic medical office through daily jobs that include various dictation styles and opportunities for decision-making and troubleshooting. A simulated phone situation has been added whereby students can role-play, taking on the responsibility of the medical office assistant. Learn to utilize the Internet to research electronic medical records, prescription drug information, and medical supply information. Learn to also use the Internet to make travel arrangements and create a physician travel itinerary. Computerized billing software has been created, creating a simulated procedure entry activity. Learn to work with managed care referrals. You will experience realistic medical dictation and introduced to physicians with foreign and regional accents. Learn the importance of proper documentation in the medical record. After completing this course, a student will be able to perform clerical and administrative duties that are performed by a practicing medical office assistant.

Step-by-Step Medical Coding (up to 36 Hours)

Price: \$1,175 (this class not eligible for vouchers)

Introduction to medical coding. Students will be introduced to CPT and ICD-9-CM coding. Learn to identify and explain the three factors of Evaluation and Management E/M code assignment. Recognize and explain the Anesthesia section and subsection format, the modifiers, accurately report unlisted anesthesia procedures, and calculate payment. Understand the Surgery section and subsection formats, and analyze its unique characteristics. Examine the Integumentary System subsection, its unique terminology and apply coding. Understand and apply rules of coding fractures, differentiate treatment types, and analyze cast application and strapping procedures. Identify critical elements in coding incisions, wound exploration, excision, introduction and grafts. Utilize endoscopy codes. Coding of respiratory services, identify endoscopic procedures, and knowledge of respiratory terminology. Use Surgery, Medicine, and Radiology to code cardiovascular services. Code female reproductive services and understand component coding. Code male genital, urinary, digestive, and mediastinum/diaphragm services. Code hemic/lymphatic system, endocrine system, nervous system, eye/ocular adnexa, and auditory system services. Understand Radiology terminology and codes. Interpret the Pathology and Laboratory terminology and codes. Understand purpose of ICD-9-CM. Understand official coding principles. Assign ICD-9-CM codes to the highest level of specificity and for outpatient services. Distinguish between Medicare Part A and Part B. Locate information in the Federal Register. Use the DRG system, PROs, RBRVS system, and the APC system.



Training • Consulting • Rentals • Testing Center

816 28th Avenue, Suite 100, Fairbanks, AK 99701

E-mail: staff@nsctraining.com • www.nsctraining.com • Fax: (907) 452-6717