

Medical Coding and Billing Specialist - On-line Courses

Start Dates: Classes begin approximately every 8 weeks and can be completed on-line, from your home or office, on your schedule.

These Programs are a combination of CD based and on-line curriculum. Participants must have access to a computer with a CD-ROM drive and an email account.

Call CBT at (413) 755-4502 or 755-4225 for more information. [Register on-line.](#)

Program Description

Medical Coders work in hospitals, physician offices, insurance companies and at home on a free-lance basis. Job placement success may also depend upon previous experience in the medical field. Those who successfully complete the certification exam (after completion of the six courses) will be known as Certified Professional Coders, using the credential "CPC" after their name. Specific instructions for scheduling the AAPC Certification Exam will be provided with information as part of the AAPC Certification Exam Review.

This series of six (6) on-line courses in basic to advanced on-line medical coding courses is open to individuals interested in gaining insurance coding skills for an entry-level position, to the coder who desires educational enrichment through earning CEUs, and to the coder who is preparing for the ***American Academy of Professional Coders (AAPC) Certification Exam.***

The program was developed by Bill Hess, retired from a 45 year career of teaching and self-employed business activity. His teaching experience included secondary public schools, county vocational schools, and community colleges. Bill presently teaches these courses in the Continuing Education Department at fifteen North Carolina Community Colleges and many out-of-state schools via the internet.

**Unless you already have equivalent experience,
courses should be taken in the order listed.**

Course Descriptions

Unless otherwise indicated, each course entails 36-39 instructional hours over a period of 11 weeks. Due to the work that is required, students are advised to take no more than 2 courses at a time.

ZDIS-068 Medical Terminology **Fee: \$79**

Serves as a foundation for all other medical training courses. Over 1,000 words and terms are defined in 33 chapters outlined by body systems. The CD-ROM used also contains a comprehensive audio medical dictionary and words are pronounced through your computer speaker. Students will also be required to purchase a CD at a cost of approximately \$60 (includes shipping and handling). The CD can be purchased at www.dlearn.com/buynow.htm.

ZDIS-069 Medical Coding **Fee: \$79**

Prepares students for entry-level jobs in insurance coding in a doctor's office or other medical facility. This course includes ICD-9-CM Coding, CPT Coding, Medicare Fraud and Abuse, and Evaluation and Management. Students will also be required to purchase a CD at a cost of approximately \$60 (includes shipping and handling) and an ICD-9 and CPT manual. The CD can be purchased at www.dlearn.com/buynow.htm.

ZDIS-070 Medical Billing **Fee: \$79**

This course prepares students for entry-level jobs in a doctor's office or other medical facility. This course includes Front Office Management, Filing Part B HCFA 1500, filing Part A HCFA 1450, All About Medicare, Medicare Billing Problems, Patient Record Keeping using Medisoft, Medicare as Secondary Payer, Medicare and Home Health and Womens' Health. Also included is a 1,000-page, 28-chapter Advanced Claims Processing Manual with everything you ever wanted to know about starting your own medical billing business from home. Students will also be required to purchase a CD at a cost of approximately \$60 (includes shipping and handling). The CD can be purchased at www.dlearn.com/buynow.htm.

ZDIS-071 Advanced Coding ICD-9
Fee: \$79

This course compiles and summarizes the official coding guidelines concerning the most common yet complex diagnosis coding issues. The course is organized by major body system chapters, as found in the ICD-9-CM manual. Each chapter is organized by (1) Issues (2) Coding Clarification (3) Physician Documentation Issues, and (4) Coding Scenarios. Real life coding problems illustrating the issues are presented with ICD-9-CM solutions. Students will also be required to purchase a CD at a cost of approximately \$60 (includes shipping and handling). The CD can be purchased at www.dlearn.com/buynow.htm.

ZDIS-072 Advanced Coding-CPT
Fee: \$79

This course is organized according to the sections in the CPT book. Frequently asked questions from real life situations are answered in an authoritative manner. This course provides advanced coding problems with their solutions. The main emphasis is on Evaluation and Management and Surgery codes. A five-step outline is used to help you code the exercises/scenarios in the problems. Detailed medical history reports, including post-operative reports, are provided from which CPT codes are determined. Students will also be required to purchase a CD at a cost of approximately \$60 (includes shipping and handling). The CD can be purchased at www.dlearn.com/buynow.htm.

DIS-073 AAPC, AHIMA and AMBA Certification Exam Review
Fee: \$79

This online course is designed to prepare students to take

Certified Professional Coder Examination (Hospital) administered by the American Academy of Professional Coders (AAPC)

Certified Coding Associate Exam administered by the American Health Information Management Association (AHIMA) and

Certified Medical Reimbursement Specialist exam administered by the American Medical Billing Association (AMBA)

Topics for review include Medical Terminology, Human Anatomy, CPT Coding Guidelines, ICD-9-CM (Vol. 1 , 2 & 3) Diagnostic Coding, HCPCS Level 2, E//M Coding, Anesthesia Coding, Surgical Coding, and Use of Modifiers.

Students will also be required to purchase a CD at a cost of approximately \$60 (includes shipping and handling). The CD can be purchased at www.dlearn.com/buynow.htm.

Continuing Education Credit

Upon successful completion of each course, participants will receive a College transcript verifying that the College has awarded the appropriate number of continuing education units (CEUs).