

In as little as four months—or take longer if you wish—you can be ready to start making money as a Medical Coding Specialist. U.S. Career Institute prepares you to work at home or in doctors' offices, hospitals, clinics or in other healthcare settings.

Your easy-to-understand lessons take you step by step, starting with the basics. Here's a preview of what you will learn.

## INSTRUCTION PACK I

### The World of Healthcare

You will learn about the responsibilities of various healthcare professionals, how medical coders interact with these professionals and the many coding career opportunities available.

### Medical Insurance 101

Here you will learn about how health insurance works—types of insurance, common terms, how insurance companies are billed and the basics of electronic billing.

### Introduction to Medical Terminology: Word Parts

You'll get your first taste of how you will use medical terms in your new career. You will learn about root words, prefixes and suffixes, and how word parts form medical terms.

### Dividing and Combining Medical Terms

Here you'll learn to divide and combine difficult medical words to help you understand the meanings of these words, as well as how these medical terms are used to describe diagnoses and procedures.

### Abbreviations, Symbols and Special Terms

You'll learn to recognize common medical abbreviations, symbols and plural words. It also discusses special terms such as eponyms, acronyms, homophones and antonyms.

### Documenting Medical Records

You will discover the importance of documentation in medical records. You will learn to recognize the various types of dictation formats and how to manage medical records.

#### Also Included in Pack I

- You Can Do It! CD
- Quick-Learn Tutor, Pocket Folder, Flashcards and CD

## INSTRUCTION PACK II

### Medical Ethics

This lesson explains the concepts of ethics, compliance, fraud and abuse, and how they apply to medical coding specialists. You'll learn about the importance of confidentiality, insurance audits and the legal concepts involved.

### Introduction to Anatomy

Here you'll get an overview of human anatomy—the basic components of human biology and the associated terminology, and how the human body works.

### Anatomy: Landmarks and Divisions

This lesson delves deeper into anatomy, discussing landmarks and divisions. You'll learn about the basic body cavities and how the body is organized physiologically.

### Cell and Tissue Anatomy and Pathology

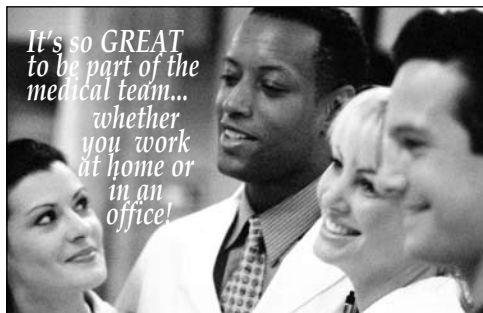
You'll learn the components of cells and their primary functions, plus how cells and the human body react to injury.

### Diagnostic Coding 101

Here you will be introduced to the actual coding process. You'll learn the history of the International Classification of Diseases and the ICD-9-CM coding system, as well as how to identify main terms, subterms and coding pathways.

#### Also Included in Pack II

- Professional Development Supplement Part 1
- Human Anatomy Reference Cards
- *Anatomy and Physiology* Textbook



## INSTRUCTION PACK III

### ICD-9-CM Coding Manual Introduction

This lesson discusses the structure of the coding manual. You'll learn abbreviations, cross references and punctuation, and be introduced to Volumes I and II of the ICD-9-CM.

### ICD-10-CM Coding Manual Introduction

The future is ICD-10-CM, and we want you to be prepared! Learn the organization of the ICD-10-CM, compare and contrast this manual with the ICD-9-CM and review the basic steps to assign codes with the ICD-10-CM.

### ICD-9-CM Coding from Infections to Blood Diseases

Here you'll get started coding diagnoses. You will learn how to code infections, parasitic diseases and neoplasms, as well as endocrine, nutritional, metabolic and blood diseases.

### ICD-9-CM Coding from Mental Disorders to the Circulatory System

Now you'll learn about the nervous and circulatory systems, plus mental disorders and how to code them.

### ICD-9-CM Coding from Respiratory System to Complications of Pregnancy

This lesson covers digestive, respiratory and genitourinary systems. You'll get practice coding diagnoses related to childbirth, the puerperium and complications of pregnancy.

### ICD-9-CM Coding from the Skin to Conditions of the Perinatal Period

Here you'll move on to diagnosis coding of skin and subcutaneous tissue, the musculoskeletal system, congenital abnormalities and conditions in the perinatal period.

### ICD-9-CM Coding from Symptoms to Complications

Now you'll practice coding symptoms, signs and ill-defined conditions, as well as injuries and poisonings.

### V Codes, E Codes and ICD-9-CM Coding Practicum

Here's your chance to try your new coding skills in a real-world scenario. You'll also learn how to apply V codes and E codes in coding situations.

#### Also Included in Pack III

- Professional Development Supplement Part 2
- Coder's Comprehensive Glossary
- Ergonomics Supplement

## INSTRUCTION PACK IV

### The Technology of Healthcare

Here you'll learn about HIPAA and how it affects the healthcare industry, as well as the variations of electronic coding and the many opportunities for these services.

### CPT Coding 101

Learn the history of procedural coding and how to differentiate between CPT and HCPCS codes. Learn the structure of the CPT coding manual, as well as the basics of CPT coding.

### CPT Coding from the Integumentary System to the Urinary System

You'll learn to code procedures of the integumentary,

musculoskeletal, digestive and urinary systems, plus the respiratory, cardiovascular and lymphatic systems.

### CPT Coding from the Reproductive Systems to the Operating Microscope

This lesson explains the male and female reproductive systems and how to code maternity and childbirth procedures, as well as those of the endocrine, nervous and auditory systems, plus coding for microscopic procedures.

### Comprehensive Surgery Coding

Here you'll continue to practice procedure coding. You'll get a review of previously discussed CPT codes specific to surgery, a major area of outpatient medical coding.

### CPT Coding from Radiology to Anesthesia

This lesson explains radiology terms, subsections, guidelines and coding radiology procedures, as well as guidelines and information for pathology and anesthesia.

#### Also Included in Pack IV

- *Computer Buyer's and User's Guide* • Professional Development Supplement Part 3

## INSTRUCTION PACK V

### Integrating ICD-9-CM and CPT Coding Practicum

Now you'll get another chance to apply all your medical and coding knowledge. You will code diagnoses and procedures together to work through a real-world coding situation.

### CPT Coding Evaluation and Management Services

Here you'll be introduced to evaluation and management codes (an important area for outpatient coders), documentation guidelines, and management-level sections and modifiers.

### Comprehensive CPT Evaluation and Management

You'll learn more about evaluation and management coding, plus coding auditing and how encounter forms are used.

### Coding Resources

Discover the importance of using coding resources throughout your career. Associations, Web sites, continuing education and certification are discussed, as well as how to stay current.

### HCPCS Coding

You'll be introduced to HCPCS coding and its formats, different levels and rules. You'll also learn when to use it.

### Pulling It All Together: Final Practicum

This lesson reviews everything you have learned. You'll have a final opportunity to apply your coding skills as you prepare to begin your career as a Medical Coding Specialist!

#### Also Included in Pack V

- Career Starter Kit • HIPAA Supplement • Electronic Coding Software Demonstration CD-ROM • *Guide to Electronic Coding*

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With years of experience in her own business in the medical field, Pam Weston saw the moneymaking opportunity for people who would rather work for doctors, clinics, hospitals or for themselves at home. So when she started our school over 25 years ago, she placed special emphasis on how people with families can work in medical careers that pay good money and offer prestige and security. Every successful U.S. Career Institute graduate is fully qualified to work in hospitals, clinics and doctors' offices as well as in other healthcare settings. So whether you prefer to work at home or in an office, you can look forward to making up to \$40,000 a year or more as an experienced Medical Coding Specialist.

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There is nothing more rewarding than working in a career where your efforts really help others. As a trained Medical Coding Specialist you get the best of both worlds. You can either work at home or in a hospital, clinic or doctor's office. You'll love having a career in the rapidly growing medical field where there is a real need for your skills. We urge you to start your training with U.S. Career Institute today!

*Pam Weston*



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