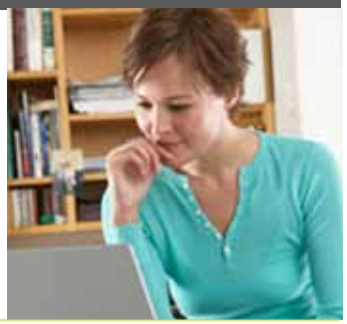
Course Outline

Medical Coding

In as little as four months you can be ready to start making money as a Medical Coding Specialist.

You get everything you need to know in easy-to-understand lessons that take you step by step from the basics of Medical Terminology, Medical Records, Anatomy, through the advanced subjects of Surgical Coding and HCPCS Coding. This outline gives you a preview of what you will learn.



COURSE 1

The World of Healthcare
The responsibilities of various healthcare professionals, how medical coders interact with these professionals.

Medical Insurance 101
Review types of insurance, common terms, how insurance companies are billed and the basics of electronic billing.

Ethics and Legal Issues
Concepts of ethics, compliance, fraud, abuse, confidentiality, and how they apply to medical coding specialists.

Medical Records
The role medical records play in healthcare documentation, how to manage them and the types of dictation formats.

Introduction to Medical Terminology
Discover the building blocks of all medical terms—root words, prefixes and suffixes.

Dividing and Combining Medical Terms
Learn to divide medical words in to word parts to determine meanings, also combine parts to form terms.

Abbreviations, Symbols and Special Terms
Review common medical abbreviations, symbols, plural words, eponyms, acronyms, homophones and antonyms.

Body Systems
The basics of organs and organ systems while expanding and applying your knowledge of medical terms and abbreviations.

Also Included

- Medical Terminology Flashcards & Audio

COURSE 2

Resources for the Healthcare Professional
It's important to stay abreast of health-related changes and research. This lesson explains the resources available to you throughout your career. We'll discuss associations, Web sites and certification options.

The Future of Health Care
The world of health care changes every day thanks to new technology. How will these changes affect you in your future career? Gain a basic understanding of electronic coding, Web-based coding, electronic health records and the many opportunities for these services.

Introduction to Anatomy
Anatomy and physiology knowledge is crucial to anyone who works in medicine. This lesson explains the relationships among anatomy, physiology and pathology. It also teaches how the human body is put together and how it works.

Anatomy: Landmarks and Divisions
Now that you know the basics, delve deeper into anatomy. This lesson discusses landmarks and divisions, as well as the basic body cavities and how the body is organized physiologically.

Cell and Tissue Anatomy and Pathology
This lesson reviews the components of the cell and the primary functions of each component. Differentiate among the categories of etiologies, and study how cells and the human body respond and react to injury.

COURSE 3

ICD-9-CM Coding Introduction
Introduction to the structure of Volumes I & II.

ICD-9-CM Coding from Infections to Blood Diseases
Code infections, parasitic diseases and neoplasms, endocrine, nutritional, metabolic and blood diseases.

ICD-9-CM Coding from Mental Disorders to Circulatory System
Code the nervous/circulatory systems and mental disorders.

ICD-9-CM Coding from Respiratory System to Complications of Pregnancy
Code digestive, respiratory, genitourinary systems, childbirth, the puerperium and complications of pregnancy.

ICD-9-CM Coding from Diseases of the Skin to the Perinatal Period
Coding of skin, subcutaneous tissue, musculoskeletal, congenital abnormalities and the perinatal period.

ICD-9-CM Coding from Symptoms to Complications
Code symptoms, ill-defined conditions, injuries, poisonings.

V Codes, E Codes and ICD-9-CM Coding Quiz
Try your new coding skills in real-world scenarios.

Also Included

- Human Anatomy Flashcards
- ICD-10-CM Supplement

COURSE 4

CPT Coding 101
The structure and format of the CPT coding manual, as well as the basic steps of CPT coding.

Surgical Coding, Part 1
Discover how to code procedures related to the integumentary, musculoskeletal, digestive and urinary systems. Coding for the respiratory, cardiovascular, hemic, lymphatic systems, mediastinum and diaphragm.

Surgical Coding, Part 2
Code maternity and childbirth procedures, procedures related to the endocrine, nervous, visual and auditory systems.

Radiology, Pathology, Anesthesia and Medicine
Radiology terms, subsections and guidelines, and coding for radiology procedures, pathology and anesthesia are included. Finally, you'll cover the medicine section of the CPT.

Integrating Diagnostic and Procedural Codes
Apply all of the medical coding knowledge that you've gained so far! You'll code diagnoses and procedures together to work through real-world healthcare situations.

Also Included

- Anatomy & Physiology Textbook

COURSE 5

Evaluation and Management Services
This lesson introduces evaluation and management codes, an important area for outpatient coders. Additionally, you'll explore guidelines and evaluation and management level sections.

Comprehensive Evaluation and Management
Take a closer look at the Evaluation and Management sections. You'll get plenty of practice with coding E/M services!

The Basics of HCPCS Coding and Final Coding Quiz
Gain an introduction to HCPCS coding. This lesson outlines the formats and coding rules, as well as explains how to determine when to use HCPCS coding. Then, you'll use this Final Coding Quiz as an opportunity to apply your new coding skills.

Career Starter Guide

A U.S. Career Institute exclusive! The Career Starter Guide will give you step-by-step guidance in getting your first job. You'll learn how to create the best résumé for yourself...how to write a letter of inquiry...how to perfect your interview skills and much more.

Ensure your success and enrich your program by enrolling today in the **Enhanced Version**! Receive extra supplements and tools that help your career! Contact us at 1-800-528-7907 for more information.

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- Step-by-step format makes learning easier and more rewarding.

When you graduate, you'll be ready to enter the exciting world of healthcare—with your up-to-date and in-demand career skills.

There is nothing more rewarding than working in a career where your efforts really help others. And as a trained Medical Coding Specialist, you get all the benefits of helping people and the opportunity to make good money. Plus you will have a secure career in the rapidly growing healthcare field. ***Start your training today!***

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