

Certified Professional Coder Certificate Program Fall 2009



The demand for medical coders is increasing nationally by approximately 10,000 employees each year and is projected to increase 36 percent or more through the year 2010. Nationally, 18 percent of all medical coding positions go unfilled, according to the U.S. Department of Labor.

Upon completion of The Certified Professional Coder Certificate Program, you will have acquired the necessary skills for a career as a successful medical coder. Employment opportunities for certified medical coders include private physician offices, outpatient hospital facilities, and insurance companies as medical claims reviewers, and many more career opportunities.

The Certified Professional Coder Certificate Program is a noncredit program. The length of the program is about seven months. You must take all recommended courses to receive a certificate. Asnuntuck Community College also offers a children's reading room which provides daycare free of charge to day time students. Children must be at least 3 years of age to attend.

You must have a high school diploma or GED to register for this course. You also must be 18 years of age. Students will be required to purchase required textbooks and supplies.

Upon successful completion of class work, students will be eligible to become nationally certified as a CPC-A (Certified Professional Coder Apprentice) by the American Academy of Professional Coders. You will earn this credential (CPC-A) after successfully passing the national certification examination. This certification is sponsored by the American Academy of Professional Coders (the AAPC), a nationally renowned organization offering professional accreditation, education, recognition, and networking opportunities to medical coders utilizing CPT, ICD-9 and HCPCS. Visit them at www.aapc.com or call 800.626.2633 to obtain an application packet or information.

Medical Terminology

This course is designed for medical administrative office assistants, medical assistants, transcriptionist and Medical Billing Specialist. Basic medical work roots, combining forms, suffixes, prefixes, and abbreviations are stressed. Emphasis is on spelling, definition, usage, and pronunciation.

This class meets for 40 hours

CRN: 3415 HMED M7111

Date: Monday, September 14, 2009-Januray 4, 2010

Time: 9:00-11:30 a.m.

Fee: \$350.00

Instructor: Monique Milhomens

Keyboarding for Info. Processing

This is an introductory course stressing keyboard mastery and the development of proofreading skills. Students are introduced to business correspondence and simple forms, table, and reports. Basic understanding of Windows and Internet and in-depth coverage of popular word processing will be covered..

This class meets for 40 hours

CRN: 3414 HMED M7112

Date: Monday, September 14, 2009-January 4, 2010

Time: 12:00-2:00 p.m.

Fee: \$350,00

Instructor: Monique Milhomens

International Classification of Diseases

This course will introduce students to the ICD-9-CM which is designed to convert patient illnesses injuries and causes of death into numerical form to be reported to third party payers. Volumes 1 and II will be covered. All body systems, E-Codes and V-codes will be introduced.

This class meets for 40 hours

CRN: 3176 HMED M7101

**Date: Tuesdays & Thursdays, September 15-
November 19, 2009.**

Time: 11:30 a.m.-2:30 p.m.

Fee: \$325.00

Instructor: Monique Milhomens

Room: 156



Current Procedural Terminology I

This course is designed to identify the purpose of the CPT manual. It will allow students to convert descriptions of medical, surgical, and diagnostic services into numerical codes. *This class meets for 60 hours.*

CRN: 3174 HMED M7097

Date: Wednesdays & Fridays, September 16-December 11, 2009. No classes 11/11 & 11/27

Time: 9:00 a.m.-11:30 a.m.

Fee: \$350.00

Instructor: Monique Milhomens

Room: 156



Understanding Health Insurance

Major health insurance programs and government sponsored programs will be discussed with an emphasis on Medicare.

Students will become familiar with insurance terminology. Students will continue diagnostic and procedure coding through learning exercises including completing CMS-1500 claim forms and extracting information from case studies. Review and appeals policies will also be addressed. *This class meets for 50 hours.*

CRN: 3175 HMED M7099

Date: Tuesday & Thursday, September 29-December 8, 2009. No classes 11/26/2009

Time: 9:00 am-11:30 p.m.

Fee: \$350.00

Instructor: Monique Milhomens

Room: 156

Computerized Medical Billing

This course will familiarize students with computerized medical account management and to develop the necessary skills to work with confidence in a medical office. Students will receive hands-on experience inputting patient information, scheduling appointments, day-to-day billing, reports and insurance claims.

This class meets for 40 hours.

CRN: 3416 HMED M5061

Date: Wednesdays & Fridays, October 7-December 4, 2009. No classes 11/11 & 11/27

Time: 12:00 p.m.-2:30 p.m.

Fee: \$325.00

Instructor: Monique Milhomens

Current Procedural Terminology II

This course will allow students to build upon their CPT coding skills. Upon completion of this course, students will be proficient in all sections of the CPT manual. *This course meets for 60 hours*

CRN: 3301 HMED M7098

Date: Tuesdays & Thursdays,

Time: 12:00 p.m.-2:30 p.m. November 24, 2009-February 25, 2010. No classes 11/26, 12/24, 12/29, 12/31

Fee: \$325.00

Instructor: Monique Milhomens

Room: 156

Anatomy & Physiology

A comprehensive study of the structure and function of the human body and the integration of body systems. Includes study of macroscopic and microscopic anatomy and the principles involved in the physiology of the following body systems: integumentary, lymph, muscular, articular, and nervous.

This class meets 40 hours

CRN: 3173 HMED M7072

Date: Wednesdays & Fridays, December 9, 2009-February 24, 2010. No classes 12/25, 12/30, 1/1

Time: 12:00-2:00 p.m.

Fee: \$350.00

Instructor: Monique Milhomens

Room: 156

Medical Law and Ethics

Students will develop an understanding of dealing with patients within a professional code of ethics. The legal and ethical responsibilities of health care practitioners are presented. Emphasis is on confidentiality, medical malpractice, physician's rights and responsibilities. Fraud and penalties for fraud are discussed as well as HIPPA and OIG. *This class meets for 40 hours*

CRN: 3160 HMED M7083

Date: Tuesdays & Thursdays, December 15, 2009-March 2, 2010. No classes 12/24, 12/29, 12/31

Time: 9:00 a.m.-11:00 a.m.

Fee: \$325.00

Instructor: Monique Milhomens

Room: 156

Coding Applications

This course will reinforce Current Procedure Terminology coding and ICD-9-CM coding. Students will use knowledge they acquired in CPT I, CPT II, and ICD-9-CM to code Operative reports, Emergency Department reports, Discharge Summaries, Clinic and Office Chart notes, Radiology Reports, CT Scan reports. This class is the final step to fully prepare students for the world of coding. Students will be given a mock CPC certification exam as well as in depth CPC review to fully prepare them for certification.

This class meets for 40 hours *Pre-requisites CPT I, ICD-9-CM and co-requisite CPT II

CRN: 3417 HMED M7104

Date: Wednesday & Friday, December 16, 2009-February 17, 2010. No classes 12/25, 12/30, 1/1

Time: 9:00 a.m.-11:30 a.m.

Fee: \$325.00

Instructor: Monique Milhomens

Room: 156

Medical Insurance= 50 hours

Law and Ethics=40 hours

CPT II= 60 hours

ICD-9-CM=50 hours

Coding Applications=40 hours

CPT I=60 hours

Computerized Medical Billing=40 hours A&P=40 hours

Medical Terminology=40 hours

Keyboarding for Info. Processing=40 hours

A certification exam sponsored by The American Academy of Professional Coder.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Medical Terminology 9:00-11:30 a.m. 9/14/2009-1/4/2010 No classes 9/28, 10/12, 12/28	Insurance 9:00-11:30 a.m. 9/29/2009-12/8/2009 No class 11/26	CPT I 9:00-11:30 a.m. 9/16/2009-12/11/2009 No class 11/11, 11/27	Insurance 9:00-11:30 a.m. 9/29/2009-12/8/2009 No class 11/26	CPT I 9:00-11:30 a.m. 9/16/2009-12/11/2009 No class 11/11, 11/27
Keyboarding for Info. Processing 12:00-2:30 p.m. 9/14/2009-1/4/2010 No classes 9/28, 10/12, 12/28	ICD-9-CM 12:00-2:30 p.m. 9/15/2009-11/19/2009	Computerized Medical Billing 12:00-2:30 p.m. 10/7/2009-12/4/2009 No class 11/11, 11/27	ICD-9-CM 12:00-2:30 p.m. 9/15/2009-11/19/2009	Computerized Medical Billing 12:00-2:30 p.m. 10/7/2009-12/4/2009 No class 11/11, 11/27

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	Ethics 9:00-11:00 a.m. 12/15/2009-3/2/2010 No classes 12/24, 12/29, 12/31	Coding Applications 9:00-11:30 a.m. 12/16/2009-2/17/2010 No class 12/25, 12/30, 1/1	Ethics 9:00-11:00 a.m. 12/15/2009-3/2/2010 No classes 12/24, 12/29, 12/31	Coding Applications 9:00-11:30 a.m. 12/16/2009-2/17/2010 No class 12/25, 12/30, 1/1
	CPT II 12:00-2:30 p.m. 11/24/2009-2/25/2010 No classes 11/26, 12/24, 12/29, 12/31	A&P 12:00-2:00 p.m. 12/9/2009-2/24/2010 No classes 12/25, 12/30, 1/1	CPT II 12:00-2:30 p.m. 11/24/2009-2/25/2010 No classes 11/26, 12/24, 12/29, 12/31	A&P 12:00-2:00 p.m. 12/9/2009-2/24/2010 No classes 12/25, 12/30, 1/1