Administrative Medical Coding and Billing Specialist

This certificate in coding coursework includes the basic, intermediate, and advanced levels necessary to compete in health care information technology occupations.

Course 38104, Medical Terminology and Human Anatomy, is a prerequisite for ICD-10 and CPT-4 courses. However, students who have successfully completed a medical terminology and human anatomy class at another educational institution may contact the program supervisor to verify completion and to arrange to test out of the class. Medical coding and billing training prepares you for the national CPC exam to become a certified professional coder.

Required Classes (4)

<table>
<thead>
<tr>
<th>Course</th>
<th>Fee</th>
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<tbody>
<tr>
<td>CPT-4 Coding Specialist (Basic, Intermediate, Advanced)</td>
<td>$985</td>
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<tr>
<td>ICD-10 Coding Specialist (Basic, Intermediate, Advanced)</td>
<td>$985</td>
</tr>
<tr>
<td>Medical Billing and Healthcare Specialist</td>
<td>$985</td>
</tr>
<tr>
<td>Medical Terminology and Human Anatomy for Coders</td>
<td>$985</td>
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Related Classes (1)

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<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CPC National Certification Boot Camp</td>
<td>$149</td>
</tr>
<tr>
<td>Capturing and Verifying Your Documentation in ICD-10</td>
<td>$439</td>
</tr>
<tr>
<td>HCPCS Level II Coding</td>
<td>$395</td>
</tr>
<tr>
<td>ICD-10-CM: Transition and Mapping</td>
<td>$495</td>
</tr>
</tbody>
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FAQs

To see a list of FAQs for Medical and Billing Students, visit our website at ce.unm.edu/professional/health-pro/med-billing.php.

For more information: Visit our website at ce.unm.edu.

Questions: Contact Loree Nalin, Program Supervisor at lnalin@unm.edu or 505-277-6025.
**Medical Coding and Billing Classes**

**CPT-4 Coding Specialist (Basic, Intermediate, Advanced)**
This is an intense CPT coding course. Begin at the basic level, where students gain an understanding and foundation of CPT-4 coding, then progress into evaluation, management, and surgery sections, followed by all other organ and body systems. The course concludes at the advanced level by coding from the medical record documentation. There will also be a complete review of modifiers. Prerequisite: Medical Terminology and Human Anatomy for Coders.

Course #: 38102  12 sessions $985  
SUA-PD Mar 2-Apr 11 MW 5:30pm-8:30pm  
FAA-PD Sep 12-Oct 19 MW 5:30pm-8:30pm

**ICD-10-CM Coding Specialist**
This is an intense ICD-10-CM coding course, which starts with the format and convention behind the International Classification of Diseases, then builds upon these coding fundamentals until the student can code complex diagnoses from the medical record documentation. Prerequisite: Medical Terminology and Human Anatomy for Coders.

Course #: 38105  12 sessions $985  
SPA-PD Apr 18-May 25 MW 5:30pm-8:30pm  
FAA-PD Oct 31-Dec MW 5:30pm-8:30pm

**Medical Billing and Healthcare Specialist**
Prepare for a variety of administrative positions in the medical industry, including Admitting Clerk, Medical Biller, Claims Processor and Medical Front Office. Learn third-party payer billing, state and federal rules and regulations, compliance issues, HIPAA, patient record keeping, patient registration, and scheduling. Review reimbursement methodologies, fee schedule reimbursement and charge-master issues, along with an introduction to CPT-4 and ICD-9 coding systems. Prerequisite: Medical Terminology and Human Anatomy for Coders.

Course #: 38110  11 sessions $985  
SUA-PD Jun 1-Jul 13 MW 5:30pm-8:30pm

**Medical Terminology and Human Anatomy for Coders**
Knowledge of Medical Terminology and Anatomy is essential in any medical setting. This course introduces the foundations of medical language and human anatomy as it applies to medical orders, billers and office personnel. Prefixes, suffixes, diagnostic and medical terms will be covered as well as human anatomy in illustration form. The overview and discussion of body systems and diseases will be covered.

Course #: 38104  13 sessions $985  
SUA-PD Jul 25-Aug 31 MW 5:30pm-8:30pm

**HCPCS Level II Coding**
This course covers level II of the HSPCS coding system. HCPCS level II is a standardized coding system that is used primarily to identify products, supplies, and services not included in the CPT codes, such as ambulance services and durable medical equipment, injections, prosthetics, orthotics, and supplies (DMEPOS). A complete review of HCPCS level II modifiers and their relationship to CPT-4 codes will also be covered. A basic knowledge of CPT coding is desired.

Course #: 38120  10 hours $395  
SUA-PD Jul 14-Aug 4 Th 5:30pm-8:30pm

**CPC National Certification Boot Camp**
This five hour fast paced boot camp will prepare students to take the CPC® national certification exam. All sections of the exam will be reviewed and testing techniques/tools will be covered. The boot camp will conclude with a timed mock exam. Students must bring their current editions of the CPT-4, HCPCS and ICD-10 coding books. Course material is included in course fee. Prerequisite: Course #38104, #38102, #38105 or equivalent.

Course #: 38112  5 hours $149  
WIA-PD Jan 30 Sa 8:00am-2:00pm  
WIB-PD April 23 Sa 8:00am-2:00pm

**Medical Records and Health Information Technicians**

**Related Job Titles:** Coder, Billing Specialist, Coding Auditor, Coding Compliance Specialist, Health Information Clerk, Medical Records Clerk

**Key Skills and Abilities**

- **Clerical Skills**—Knowledge of administrative and clerical procedures, terminology and systems.
- **Processing Information**—Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- **Attention to Detail**—Job requires being careful about detail and thorough in completing work tasks.
- **Organizing, Planning, and Prioritizing Work**—Developing specific goals and plans to prioritize, organize, and accomplish your work.
- **Customer and Personal Service**—Knowledge of principles and processes for providing customer and personal services.

**Quick Facts:**

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<thead>
<tr>
<th>Category</th>
<th>Data</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014 Median Pay [New Mexico]</td>
<td>$30,900 per year/$14.84 per hour</td>
<td></td>
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<tr>
<td>Work Experience in a Related Occupation</td>
<td>Entry-level job positions; opportunities to specialize or do auditing or compliance jobs</td>
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<tr>
<td>On-the-Job Training</td>
<td>Requires some training or college before working</td>
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<tr>
<td>Number of Jobs, 2012</td>
<td>1,450 (New Mexico)</td>
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<tr>
<td>Job Outlook, 2012-2022</td>
<td>22% (higher than average, nationally)</td>
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<tr>
<td>Employment change, 2012-2022</td>
<td>14% in New Mexico</td>
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**For more information:** Visit our website at ce.unm.edu.

**Questions:** Contact Loree Nalin, Program Supervisor at lnalin@unm.edu or 505-277-6025.