If you’re fascinated by the health care industry, but not interested in direct patient care, learn the necessary skills to enter or advance in the world of hospitals, clinics, or physician’s offices through employment in medical records departments or business offices. People who can meet the extensive administrative needs of health care institutions are in demand.

### 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)
- CPT-4 Coding Specialist (Basic, Intermediate, Advanced)
- ICD-10 Coding Specialist (Basic, Intermediate, Advanced)
- Medical Billing and Healthcare Specialist
- Medical Terminology and Human Anatomy for Coders

New tuition for all courses beginning January 2018 is $1089

### 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-9 coding books. Course material is included in course fee. Prerequisite: Course #38104, #38102, #38105 or equivalent.

**Course: 38112**  
5 hours  
1 session  
May 26, 2018  
Sa 8:00am-2:00pm  
$149

### Testing Strategies

There are many areas of study including Medical Terminology/Anatomy, CPT, ICD-10 and HCPCS coding that examinees must have a solid understanding of in order to successfully pass the certified professional coder (CPC) exam. This course is for students who have successfully completed a UNMCE coding program and is designed as preparation for the next step, taking the CPC certification exam.

**Course: 38113**  
Apr 17-May, 15 2018  
5 sessions  
5:00-8:30pm  
$349

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.
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  36 hours  12 sessions  $1089
Jan 18-Feb 26, 2018  MTh  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  36 Hours  12 sessions  $1089
Mar 5-Apr 12, 2018  MTh  5:30pm-8:30pm

HCPCS Level II Coding  
This course covers level II of the HCPCS 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  4 sessions  $529
May 17-29, 2018  TTh  5:30pm-8:30pm

Register for 3 or more courses and get a 10% discount.

Quick Facts:

| 2014 Median Pay [New Mexico] | $30,900 per year  
| $14.84 per hour |
| Work Experience in a Related Occupation | Entry-level job positions; opportunities to specialize or do auditing or compliance jobs |
| On-the-job Training | Requires some training or college before working |
| Number of Jobs, 2012 | 1,450 (New Mexico) |
| Job Outlook, 2012-2022 | 22% (higher than average, nationally) |
| Employment change, 2012-2022 | 14% in New Mexico |