

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.

MEDICAL CODING AND BILLING

6 Easy Ways to Register



ONLINE

ce.unm.edu



EMAIL

ceregistration@unm.edu



PHONE

505-277-0077 Option 1
M-F, 8:00am-5:00pm
Most credit cards accepted.



MAIL

UNM Continuing Education
Attn: Registration
MSC07 4030
1 University of New Mexico
Albuquerque, NM 87131-0001



FAX

505-277-1990
Fax/Mail instructions:
see website.



IN PERSON

M-F, 8:00am-5:00pm
UNM Continuing Education
1634 University Blvd. NE
South Building, Room 101
(just north of Indian School)

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	\$149
May 26, 2018	Sa	8:00am-2:00pm	

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

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.

Classes continued on next page



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FOR MORE INFORMATION: Visit our website at ce.unm.edu.
QUESTIONS: Contact Loreen Nalin, Program Supervisor at cehealth@unm.edu



MEDICAL CODING AND BILLING

➤ Required Books are included in tuition.

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.

Course: 38110 **36 hours** **12 sessions** **\$1089**
Sep 11-Oct 19, 2017 **MTh** **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 **36 hours** **12 sessions** **\$1089**
Oct 30-Dec 11, 2017 **MW** **5:30pm-8:30pm**

➤ MEDICAL RECORDS AND HEALTH INFORMATION TECHNICIANS

Related Job Titles:

Coder, Billing Specialist, Coding Auditor, Coding Compliance Specialist, Health Information Clerk, Medical Records Clerk.

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.

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**

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



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FOR MORE INFORMATION: Visit our website at ce.unm.edu.
QUESTIONS: Contact Loreen Nalin, Program Supervisor at cehealth@unm.edu