



Medical Coding and Billing at UNM Continuing Education

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 Certificate

This certificate in coding coursework includes the basic, intermediate, and advanced levels necessary to compete in health care information technology occupations and can be earned in 4 or less semesters. Our Certificate in Administrative Medical Coding and Billing can be earned in 4 or less semesters.

The 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 the first course you will take for this certificate. However, students who have successfully completed a medical terminology and human anatomy class at another educational institution may contact the program supervisor to validate 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.

Prerequisite Classes (1)

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| 38104 | Medical Terminology and Human Anatomy for Coders | \$769 |
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Required Classes (3)

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| 38102 | CPT-4 Coding Specialist (Basic, Intermediate, Advanced) | \$769 |
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choose either 38103 OR 38105

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| 38103 | ICD-9 Coding Specialist (Basic, Intermediate, Advanced) | \$769 |
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| 38105 | ICD-10-CM Coding Specialist | \$769 |
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| 38110 | Medical Billing and Healthcare Specialist | \$769 |
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Related Classes (1)

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| 38125 | ICD-10-CM: Transition and Mapping | SPA | \$439 |
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| 38106 | ICD-10 PSC Coding | SPA | \$439 |
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| 38112 | CPC National Certification Boot Camp | | \$109 |
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| 38114 | ICD-10-CM Proficiency Boot Camp for AAPC Certified Coders | SPA, SPB | \$109 |
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| 38103 | ICD-9 Coding Specialist (Basic, Intermediate, Advanced) | | \$769 |
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For more information:

Contact Loree Nalin, Program Supervisor at hhs@dce.unm.edu or 505-277-6025.

For more information please visit our website at ce.unm.edu.

6 Easy Ways to Register



Online
ce.unm.edu



Phone
505-277-0077, Option 1
M-F, 8am-5pm



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, 8am-5pm
UNM Continuing Education
1634 University Blvd. NE
(just north of Indian School)



Email
ceregistration@unm.edu

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.



Continuing
Education

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Medical Coding and Billing Classes

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. Note: Required text: Student should purchase required textbook Medical Terminology and Anatomy for ICD-10 Coding, 1st ED-Betsy J. Shiland (ISBN: 978-1-4557-0774-4) from a vendor of their choice.

Course #: 38104 SPA 15 sessions \$769
Jan 27-May 5 Monday 5:30pm-8:00pm
Instructor: Chavez, Lupe CE South Building

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: Course #38104 Medical Terminology and Human Anatomy for Coders. Required Text: CPT 2014: Standard or Professional Edition. Student should purchase from the American Academy of Professional coders at <http://www.aapc.com/> or by call toll free at 800-626-2633.

Course #: 38102 SPA 15 sessions \$769
Jan 28-May 6 Tuesday 5:30pm-8:00pm
Instructor: Chavez, Lupe CE South Building

For more information:

Contact Loree Nalin, Program Supervisor at hhs@dce.unm.edu or 505-277-6025.

For more information please visit our website at ce.unm.edu/professional/health-pro/med-billing.php.

ICD-9 Coding Specialist (Basic, Intermediate, Advanced)

This is an intense ICD-9 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. ICD-9 Volumes 1, 2 and 3 will be covered. Prerequisite: Course #38104 Medical Terminology and Human Anatomy for Coders. Required text: 2014 ICD-9 Vol 1-3 Diagnostic code set for hospital and payer organizations Student should purchase from the American Academy of Professional coders at <http://www.aapc.com/> or by call toll free at 800-626-2633.

Course #: 38103 SPA 15 sessions \$769
Jan 27-May 5 Monday 5:30pm-8:00pm
Instructor: Chavez, Lupe CE South Building

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 materials included in course fee.

Course #: 38110 SPA 15 sessions \$769
Jan 30-May 8 Thursday 5:30pm-8:00pm
Instructor: Chavez, Lupe CE South Building

ICD-10-CM Coding Specialist

Keep up to date to meet the October 1, 2014 (new date released 6/2012) transition date. ICD-10 PCS (Procedure coding) will be implemented for all users. ICD-9, which is in current use, is 30 years old, out-of-date and inflexible. ICD-10 CM affords more modern terminology but is also a much larger system, containing 68,000-plus codes as opposed to 14,000-plus codes in ICD-9-CM. Early preparation is key to the success of implementing this new coding system. This course introduces the student to the fundamentals of ICD-10-CM/PCS coding as well as a comprehensive review of ICD-10-CM examples and hands on experience. Working knowledge of ICD-9 is desired. Prerequisite: Course #38103 ICD-9 (Beginning, Intermediate, Advanced).

Course #: 38105 SPA 15 sessions \$769
Jan 29-May 7 Wednesday 5:30pm-8:00pm
Instructor: Chavez, Lupe CE South Building