



Shawnee State University

940 Second Street
Portsmouth, Ohio 45662-4344

Medical Billing & Coding Certification Program

October 7 – December 23, 2008
Tuesdays and Thursdays; 5:30 – 9:00 pm

Medical billing and coding professionals keep records, calculate patient charges and review files. Duties include: reviewing records; calculating charges for a patient's procedure and service and preparing itemized statements and submitting claims to third party payers. Medical Coders are responsible for the collection of physician charges and patient data to ensure that claims are submitted to insurance carriers accurately and in the most efficient and expeditious manner.

Additionally, Medical Coders determine codes for physician procedures and diagnosis – using ICD-9 and CPT-4 coding protocols – for third party billing purposes.

Course Information:

This 70 Hour Course offers the skill needed to solve insurance billing problems, how to manually file claims (using CPT and ICD-9 manual), complete common insurance forms, trace delinquent claims (EOB's) and use generic forms (CMS 1500) to streamline billing procedures. The course covers the following areas: CPT (introduction, guidelines, evaluation and management), specialty fields (such as surgery, radiology and laboratory), ICD-9 (introduction and guidelines) and basic claims process for medical insurance and third party reimbursement. Students will learn how to find the service codes using coding manuals, (CPT & ICD-9).

After obtaining the suggested practical work experience, students who complete this course could be qualified to sit for the American Academy of Professional Coders (AAPC) – Certified Professional Coder Exam (CPC or CPC-H – Apprentice); the American Health Information Management Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other National Certification Exams.

Educational Requirements*

People interested in becoming Medical Coders or pursuing national certification should have a high school diploma or GED equivalent. Also, Certain National Medical Coding Certification exams are very complex and may require 6 months to 2 years of suggested practical coding experience prior to taking the exam or being recognized as a certified medical coding professional.

Cost & Payment Options

Fee for this course is \$1,499. Pay by cash, check, Visa or MasterCard. Ask about available financing options.

To Enroll:

Call 740.351.3171 or toll-free 866.672.8778
Deadline for registration: September 26, 2008

For Additional Information Contact:

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