

# COMPREHENSIVE CODING EDUCATION PROGRAM

## PREPARATION FOR NATIONAL CODING CERTIFICATION

JANUARY 8—JUNE 18, 2010



Presented by the Montana Medical Association  
and  
Brown Consulting Associates



This comprehensive course is a series of real-time web and telephone classes designed for coders and billers. Formerly a regional coding certification preparation course, CCEP provides preparation for national certification. It is also an excellent course even for individuals not seeking national certification.

CCEP will prepare students to take a national physician coding certification examination through AHIMA (American Health Information Management Association) or AAPC (American Academy of Professional Coders). Please visit [ahima.org](http://ahima.org) and/or [aapc.com](http://aapc.com) for more information on certification examinations.

Classes encompass coding, documentation and compliance education and provide limited instruction in medical terminology and anatomy related to coding assignments. Also emphasized are the use of references, coding tools, payer/reimbursement issues, and compliance and ethics considerations.

**INSTRUCTORS** (Brown Consulting Associates, Inc.)  
Bonnie R. Lewis, RN, CCS-P  
Shawn R. Hafer, CCS-P, CPC  
Donna Monroe, CCS-P, CPC  
Dana Fox, CCS-P  
Irene Quast, CPC CEMC

**COST OF 23—WEEK COURSE**  
(Payment due at the time of registration)  
\$1,800—standard fee  
\$1,500—MMA members or non-profit clinic

### Course Goals

- This course provides excellent comprehensive coding training and addresses the unique coding and reimbursement issues of FQHCs/RHCs and similar organizations
- Students will develop expertise in ICD-9-CM, CPT and HCPCS coding with the goal of achieving a national physician coding credential (CCS-P through AHIMA or CPC through AAPC)

### Course Details

- Class meets every Friday from 10:00 a.m. to 2:00 p.m. Mountain Time.
- Students download class materials and homework from the website.
- Students will need reliable Internet access during and after class time.

### Required Materials

- Current CPT, ICD-9-CM, HCPCS Level II code books
- 3-2-1 Code It Textbook (2nd edition only) Author Michelle Green; Publisher Delmar Cengage Learning
- 3-2-1 Code It Workbook to accompany 3-2-1 Textbook (2nd edition only) Author Michelle Green; Publisher Delmar Cengage Learning
- Medical Dictionary (Mosby's, Stedman's)

#### *Recommended*

- Coder's Desk Reference (Ingenix)
- Anatomy and medical terminology text or reference; pharmaceutical guide

**APPLICATION AND STUDENT/SPONSORING EMPLOYER AGREEMENT DEADLINE  
DECEMBER 11, 2009**

# COMPREHENSIVE CODING EDUCATION PROGRAM

## STUDENT/SPONSORING EMPLOYER AGREEMENT

(Student's name) \_\_\_\_\_ is applying for acceptance to this course. Student has completed and enclosed the application and tuition.

### GENERAL UNDERSTANDING

This comprehensive coding curriculum is a college-level course presented for individuals currently working in and/or with recent past experience involving coding, documentation and reimbursement related to physician services. "Physician services" include services provided by MDs, DOs, FNPs, PAs, CNMs, and CNSs.

### STUDENT

- I understand this course is designed to advance the education of the coder working in any health-care setting responsible for coding the services of physicians and other clinicians. This includes both private practice offices and clinics and community health centers, federally qualified health centers, rural health clinics, public health departments, or similar health care organizations.
- I understand this course of study will include 23 classes, each four hours in length, and additional class time may be added if it is deemed necessary by instructors. Class will be held weekly, usually every Friday morning from 10:00 a.m. to 2:00 p.m. Mountain Time. The class is scheduled to begin January 8, 2010 and end on June 18, 2010. Class hours include 92 hours of instruction with an additional 20 hours of tests/quizzes, etc. (NOTE: Testing is completed online, usually outside of scheduled class time).
- I understand missing class sessions will significantly decrease my opportunity for success.
- I understand I will be expected to spend an estimated 2.0 hours studying for each hour of class time. Study time could consume eight hours per week.
- I understand I will be required to email/electronically input assignments to instructors. I understand I must have the capability to receive emails and file attachments in a PDF format, which requires the free download Acrobat Reader.
- I understand this course will be graded. A passing score will require a 70% success rate on tests, quizzes, assignments and attendance. A letter grade will be assigned.
- I understand I must have all required books and materials prior to the start of class.

# COMPREHENSIVE CODING EDUCATION PROGRAM

## STUDENT/SPONSORING EMPLOYER AGREEMENT

### STUDENT AND SPONSORING EMPLOYER

- We understand the purchase of required textbooks is not included in the cost of the course.
- We understand the cost of any certification exam is not included in the cost of this course.
- We understand the cost for the telephone line is not included in the cost of the course. If there is a long distance charge it will appear on your telephone bill unless you use a calling card.
- We understand the student will be required to devote full attention during class sessions.
- We understand the student will not be able to attend to work duties during class sessions.
- We understand the student will need Internet access during some class sessions and will need Internet access outside of class time.
- We understand that course fees must be paid at the time of registration.

### CANCELLATIONS

- We understand cancellations prior to the second class will be refunded minus a \$200.00 administration fee.
- We understand cancellations after the second class will not be refunded.

### CERTIFICATION

- We understand the certification process is separate from our Comprehensive Coding Education Program.

### INSTRUCTOR INFORMATION

- Instruction is provided by Brown Consulting Associates, Inc. (BCA), a private consulting firm with 18 years of consulting/educational experience in private medical practices as well as community health centers. Instructors have taught coding at the College of Southern Idaho since 2000. BCA is located in Twin Falls, Idaho. Classes are broadcast from their office or from other locations.
- Instruction by honored “guest faculty” is included as appropriate.
- Instructors are certified by the American Health Information Management Association and/or the American Academy of Professional Coders.
- Instructors are experienced in preparing candidates for national certification examinations.

---

STUDENT SIGNATURE

---

DATE

---

SPONSORING EMPLOYER SIGNATURE

---

DATE

---

# COMPREHENSIVE CODING EDUCATION PROGRAM

## REGISTRATION FORM

PLEASE COMPLETE ALL SECTIONS OF THIS REGISTRATION FORM

First Name _____	Last Name _____	Certification _____	Specialty _____	Months in Position _____
Title _____			Sponsoring Supervisor _____	
Organization _____				
Address _____				
City _____	State _____	Zip _____		
Work Phone _____	Home Phone _____			
Cell Phone _____	Fax _____			
Work email (required) _____	Home email _____			

**Type of facility**

<input type="checkbox"/> FQHC/RHC	<input type="checkbox"/> Public Health
<input type="checkbox"/> Private Practice	<input type="checkbox"/> Hospital Clinic
<input type="checkbox"/> Indian Health Services	
<input type="checkbox"/> Other: _____	

**Job duties (check all that apply)**

<input type="checkbox"/> ICD-9-CM Coding	<input type="checkbox"/> CPT Coding
<input type="checkbox"/> HCPCS Coding	<input type="checkbox"/> Compliance
<input type="checkbox"/> Accounts Receivable	<input type="checkbox"/> A/R Management
<input type="checkbox"/> Chart Auditing	<input type="checkbox"/> Fee Schedules
<input type="checkbox"/> Develop forms/tools	
<input type="checkbox"/> Work with Payers (Medicare, etc.)	

### CURRENT DEGREES AND CERTIFICATIONS

Degree _____	School/Certifying Organization _____
--------------	--------------------------------------

Return completed registration with student/employer agreement & tuition to the MMA by December 11, 2009.  
**Tuition must be received at the time of registration.**

**TUITION**

\$1500 MMA member or non-profit CHC/Clinic     \$1800 standard fee

**PAYMENT OPTIONS**

Check is enclosed payable to Montana Medical Association, or

Please charge my     Visa     Master Card     American Express     Discover

Card Number: \_\_\_\_\_ Exp Date \_\_\_\_\_

Name as it appears on card \_\_\_\_\_ Billing Zip \_\_\_\_\_

Card Holder's Signature \_\_\_\_\_

**TO REGISTER**

 FAX COMPLETED REGISTRATION FORM TO (406) 443-4042

 MAIL COMPLETED REGISTRATION FORM TO 2021 11TH AVE. SUITE 1 Helena, MT 59601

 EMAIL COMPLETED REGISTRATION FORM TO [mma@mmaoffice.org](mailto:mma@mmaoffice.org)

**CONTACT MMA**

 BY PHONE (406) 443-4000

**OFFICE USE ONLY**

Recv'd \_\_\_\_\_ Chk Recv'd \_\_\_\_\_ Chk # \_\_\_\_\_ Pymt Amt \_\_\_\_\_