

**MCC offers eight online (Internet-based) medical coding courses so that you can conveniently acquire the insurance coding skills needed to work in the field of medical insurance coding. You can take one or all eight courses. Upon satisfactory completion of all eight courses, you will be awarded a Medical Coding Specialist Marketable Skills Achievement Award by the College and will also be prepared to take the Certified Professional Coders exam offered by the Academy of Professional Coders (AAPC). Each Course costs \$89 and requires the purchase of additional course materials (approximately \$60) to be downloaded from the internet.**

**Technical Requirements** . Please note: **This course is not available on a MAC computer.** You can register and access your class from the ease of your computer. To do so, you will need the following equipment and software:

- A PC computer
- Internet access
- E-mail account
- Web Browser-Netscape or Microsoft Explorer version 4.5 or later

Note: No special software is needed

### **About the Instructor**

Mr. Bill Hess has more than 30 years of education and business experience. He developed the Online Medical Coding courses and has offered them successfully at numerous colleges across the country.

### **Courses**

You may take one or all eight of the online medical coding courses, but MEDICAL TERMINOLOGY is a prerequisite for the other seven courses. If you plan to take all eight courses, you should do so in the sequence in which they are listed below. Once you have finished all eight courses, e-mail Jeanette Park at [jpark@mclennan.edu](mailto:jpark@mclennan.edu) to request the Marketable Skills Achievement Award. All courses are 39 hours (11 weeks long) and offer flexible entry to students throughout the year. Access to or purchase of an ICD-9-CM manual with volume I and II and CPT manual not more than one year old is necessary, as indicated below.

## **Medical Terminology**

Foundation for all other medical training courses. More than 1,000 words and terms are defined in 33 chapters outlined by body systems. Words are pronounced through your computer speaker.

## **Medical Billing**

Prepares students to use accounting skills, necessary in a doctor's office or other medical facility. Includes Front Office Management, Filing Part B CMS 1500, Filing Part A CMS 1450, All About Medicare, Billing Problems, and Patient Record Keeping using Medisoft.

**Medical Coding** Prepares students for entry-level jobs in a doctor's office or other medical facility. Includes ICD-9-CM Coding, CPT Coding, Medicare Fraud & Abuse, and Evaluation & Management. Learn how to convert a medical procedure to a number as provided by the American Association Procedure Terminology and to understand the relationship between medical codes and HIPAA compliance. You will need access to an ICD-9-CM and CPT manual.

**Advanced Medical Coding ICD-9** This course compiles and summarizes the official coding guidelines concerning the most common, yet complex diagnosis coding issues. Real life coding problems illustrating the issues are presented with ICD-9-CM solutions.

## **Advanced Medical Coding CPT**

This course summarizes the official coding guidelines concerning the most common, yet complex diagnosis coding issues. Real life coding problems illustrating the issues are presented with CPT-CM solutions. You will learn advanced coding problems with their solutions. Detailed medical history reports are provided from which CPT codes are determined. You will gain a deeper understanding of Evaluation and Management and Surgery codes.

## **Anatomy & Physiology 1**

This course presents the structure of organisms by body systems and analyzes the normal function of body organs. Full color graphics and audio descriptions complement descriptive text material.

## **Anatomy & Physiology II**

Continues the study of body systems. Full color graphics and audio descriptions complement descriptive text material.

## **AAPC, AHIMA, and AMBA Certification Exam Review**

This course is designed to prepare students to take (1) the Certified Professional Coder Examination (hospital) administered by the American Academy of Professional Coders(AAPC), (2) the Certified Coding Associate exam administered by the American Health Information Management Association, (AHIMA) and (3) the Certified Medical Reimbursement Specialist exam administered by the American Medical Billing Association (AMBA).

### **Schedule**

All courses are 39 hours (11 weeks long) and offer flexible entry to students throughout the year.

It is recommended that you not take more than 2 courses at a time.

For additional information, please call (254) 299-8888 or e-mail [jpark@mclennan.edu](mailto:jpark@mclennan.edu)