



PRACTICE<sup>®</sup>  
MANAGEMENT  
INSTITUTE

# Continuing Education

for Medical Office Professionals



**NOW ENROLLING!**

**When:**

**Thursday,  
April 8, 2010**

**Principles of Coding Workshop**

9 a.m. to 4 p.m.

(Prgm# 15297-0408)

**Where:**

Monroe County Medical Society  
The Park at Allens Creek  
132 Allens Creek Rd.  
Rochester, NY 14618

**CEUs:**

6 PMI CEUs (CMC, CMIS, CMOM)

**Fee:**

For MCMS Members:

\$249 per person per session

For NON-MCMS Members:

\$349 per person per session.

Includes breaks and instructional materials

**Register:**

Online: [www.mcms.org](http://www.mcms.org)

Fax (585) 473-7641

Phone (585) 473-7573

Mail: Ginny Ruderman, Monroe  
County Medical Society,  
132 Allens Creek Road  
Rochester, NY 14618

**Principles of Coding Workshop**

**This fast-paced workshop explores outpatient coding systems with emphasis on proper code selection for accurate and timely reimbursement.**

Step-by-step guidance for securing correct reimbursement for services rendered. Improve coding proficiency and accuracy with detailed instruction, in-class discussion and workbook exercises. \*Bring current CPT<sup>®</sup> and ICD-9 coding books to class.

**Course Agenda**

- Instruction on use of Medicare's Correct Coding Policy
- Guidance on proper use of E&M level of service coding
- Improve understanding of audit triggers and healthcare fraud
- CPT<sup>®</sup> coding components, modifiers and how to use the index
- Usage of V&E supplementary classifications
- ICD-9-CM guidelines with special instructions for 4th & 5th digits
- Medical terminology principles
- Identify roots, prefixes, suffixes and abbreviations
- Explanation of unique symbols and punctuation
- Instruction on how to read a source document
- Guidance on proper add-on code usage
- Learn how to recognize/avoid downcoded or under coded claims
- Taking the mystery out of modifier usage
- Instruction of diagnosis codes indicating level of necessity
- Step-by-step explanation of documentation guidelines
- How to code accurately, to the highest level of specificity
- How to avoid upcoding or underbilling practices

**Registration Form** Keep a copy for your records. Principles of Coding

Check the boxes above for the program(s) you wish to attend. List additional registrants on duplicate forms.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Practice Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ Specialty: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Alternate Phone Number for After Hours Contact: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Check form of payment:  Visa  MasterCard  Check (payable to Monroe County Medical Society)

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Total Amount: \_\_\_\_\_ Cardholder Name: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

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