Medical Billing and Coding Program

(Year-Long Program)

1. Medical Terminology and Anatomy for Coders – 90 hrs.
2. Understanding Health Insurance – 45 hrs.
3. Computers in Medical Office - 45 hrs.
4. ICD-10-CM - 50 hrs.
5. Current Procedural Terminology and Healthcare Common Procedure Coding System (HCPCS 11) – 60 hrs.
6. Medical Coding – 50 hrs.
7. **ICD-10-PCS – 50 hrs. – Optional for students wishing to work as inpatient coders**

Prerequisites:

- *The Medical Billing and Coding course is a non-credit program. The length of the program is about a year. You must take all required courses to receive a certificate.*
- *You must have a high school diploma or GED to register for this course.*
- *Students should be familiar with personal computers, file management, the use of a keyboard, mouse and Windows 8.1 or higher.*
- *You also must be at least 18 years of age and successfully complete our in-house Math and English Comprehension test. The in-house testing arrangements must be made prior to submitting your registration and payment. Waiver for the testing will be considered for those who provide proof of prior college level courses. (Call our main office at 860. 215.9028 to schedule a time to take the test).*
- *Students will be required to purchase required textbooks and supplies.*

Contact Us
Workforce & Community Education
574 New London Turnpike
Norwich, CT 06360

(860) 215-9028 Phone

(860) 215-9902 Fax

email: WCEinfo@threerivers.edu

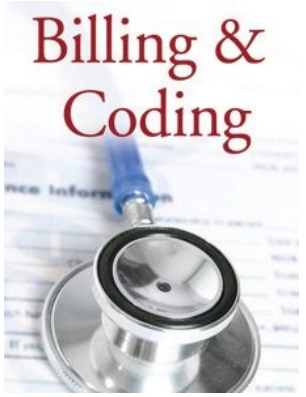
Visit us on the web:
www.threerivers.edu

Please note: Completion of any program does not guarantee employment.

Refund policy: Withdrawal from any non-credit class must be submitted in writing to the Workforce & Community Education office up to one business day prior to the first class. **Absolutely no refunds will be issued after the first class has begun.** The college reserves the right to cancel any course for which there is insufficient enrollment. In that event, a full refund will be issued.

Medical Billing and Coding Program

* Medical Terminology and Anatomy for Coders
* CPT and HCPCS
* Computers in the Medical Office



SNAP E&T and WIOA eligible

SNAP E&T is a voluntary work program. Participants must be able to work upon completion of the program

Fall 2018

Three Rivers Community College
Workforce & Community Education
Phone: 860-215-9028 ≈ Fax: 860-215-9902
Email: WCEinfo@threerivers.edu
Website: www.threerivers.edu

Three Rivers
COMMUNITY COLLEGE
Norwich, Connecticut

- ☐ Medical Terminology & Anatomy—CRN #33380
- ☐ CPT and HCPCS-CRN #33381
- ☐ Computers in the Medical Office-CRN #33403

Legal Name

Former Name (s) - if applicable

Street Address

City **State** **Zip Code**

Telephone **Date of Birth**

E-mail Address

Social Security Number *(Required by College)*

U.S. Citizen ☐ **Yes** ☐ **No** **Gender:** ☐ **Male** ☐ **Female**

Race: ☐ **White** ☐ **Black, non-Hispanic** ☐ **Asian**
☐ **American Indian** ☐ **Hispanic** ☐ **Decline to State**

Ethnicity: ☐ **Hispanic/Latino** ☐ **Non-Hispanic/Non-Latino**
☐ **Decline to State (None)**

☐ **Check (payable to TRCC)** ☐ **Visa** ☐ **MC** ☐ **Discover** ☐ **Amex**

Credit Card # **Exp. date** **$ Amount $**

Zip Code of Credit Card holder *(required by credit card company)* **3 Digit Security Code**

Acknowledgement Statement:

I certify that the information provided above is, to the best of my knowledge, true and correct, and I consent to the disclosure of this and program participation information between, Three Rivers Community College, Connecticut State Colleges and Universities and state and federal Departments of Labor for the purposes of maintaining accurate student records and to monitor grant performance.

Signature **Date**

☐ **Allied Health Booklet given to student**

For office use ONLY:

Student ID @

Entered By **Date**

Medical Billing and Coding Program

Medical coders may read a patient's medical chart looking at the patient's diagnoses and any procedures performed and then categorize those diagnoses and procedures according to a national classification system, assigning a specific numeric or alphanumeric code to each diagnosis or procedure. A medical coder translates the documents in a patient's chart into codes. Most coders will spend a majority of their time using their computer to enter data into a billing systems or looking for information to clarify notes in the patient's chart.

This year long non-credit training program will prepare students to sit for the national certification, CPC-A (Certified Professional Coder Apprentice), by the American Academy of Professional Coders (AAPC). Students can earn this credential (CPC-A) after successfully passing the national certification examination. This certification is sponsored by the AAPC, a nationally recognized organization offering professional accreditation, education, recognition, and networking opportunities to medical coders. The exam fee is not included. Visit them at www.aapc.com or call 800-626-2633 to obtain an application packet or information.

Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding System WIOA Eligible

Prerequisite: Medical Terminology and Anatomy for Coders. Students need to make sure their TRCC computer account is active for the current semester, as this course will be utilizing Blackboard Learn, an online learning management tool. Please contact the IT Department at (860)215-9049 to arrange to activate your account.

This course will cover the HCPCS and identify the purpose of the CPT manual. It will allow students to convert descriptions of medical, surgical, and diagnostic services into numerical codes. Students will learn CPT coding conventions, organization of the HCPCS Level II codes, and steps for assigning CPT and HCPCS Level II codes.

Instructor: Jill Flanigan
Days: Mondays
Dates: 8/13/18-12/17/18
Registration deadline 8/6/18
Time: 8/13/18-11/5/18-5:30pm-9:00pm
11/12/18-12/17/18-5:30pm-8:30pm
Room: B127
Tuition: $575.00—books at an additional cost
CEU's: 6
CRN #: 33381

Medical Terminology & Anatomy for Coders—WIOA Eligible

No prerequisite.

Medical language translates into communication used by all levels of staff working in or around a clinical environment. It is very logical and organized according to body systems, anatomy, physiology and disease processes. A course in medical terminology is essential for students who will be involved in any science-related career. In this 90-hour class students will be introduced to the systems of the body and terminology related to each system, along with anatomy. Common medical abbreviations of texts, diseases and procedures will be introduced. Students will learn about the structure of medical words, including prefixes, suffixes, combining forms, and how to decipher medical words.

Instructor: Heather Wydler
Days: Tuesdays and Thursdays
Dates: 9/4/18-12/27/18
Registration deadline 8/28/18
No class 11/22/18 & 12/25/18
Time: 9/4/18-10/11/18-5:30pm—8:00pm
10/16/18-12/27/18-5:30pm-8:30pm
Room: B127
Tuition: $900.00—books at an additional cost
CEU's: 9
CRN #: 33380

Computers in the Medical Office WIOA Eligible

Prerequisite: Prerequisite: Basic keyboarding and computer skills. Please bring a 2 GB flash drive to save your classroom assignments. Students will need to check with the IT Department (C135) to make sure they are able to log in on campus prior to the first day of class.

Students will learn how to use the full-featured and current Medisoft Version 19 Patient Billing software. This course offers medical office training using current, realistic medical office cases while building transferable computerized medical billing and scheduling skills. Students who complete this course will learn the appropriate terminology and skills to use any patient billing software program with minimal additional training. As students progress through Medisoft, they learn to gather patient information, schedule appointments and enter transactions. The practical, systematic approach is based on real-world medical office activities.

Instructor: Heather Wydler
Days: Mondays
Dates: 9/10/18-12/17/18
Registration deadline 9/418
Time: 5:30pm-8:30pm
Room: E119
Tuition: $450.00—books at an additional cost
CEU's: 4.5
CRN #: 33403