

**Coding Professionals:**

Take your coding skills to the next level.

**CERTIFIED MEDICAL CODER (CMC)<sup>®</sup>**

**NOW ENROLLING**



Practice Management Institute  
9501 Console Drive, Suite 100  
San Antonio, TX 78229



**CERTIFIED MEDICAL CODER (CMC)<sup>®</sup>**



TAKE YOUR  
CODING  
SKILLS  
TO THE  
NEXT LEVEL

TIME SENSITIVE MATERIALS ENCLOSED

Certification Course and Exam



**CERTIFIED MEDICAL CODER (CMC)<sup>®</sup>**



**June 18, 25, July 9, 16 & 23, 2009**  
Oklahoma City Community College  
Room 209A  
7777 S May Avenue  
Oklahoma City, OK 73159  
**8:00 a.m. to 4:00 p.m. each day**



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Oklahoma City, OK 73159

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*Hurry! Seating is limited at this exclusive program.*

*Practice Management Institute<sup>®</sup> has awarded certification to more than 14,000 medical office professionals.*



Join **NetworkPMI**, an exciting, new community for medical office professionals. Details at [network.pmiMD.com](http://network.pmiMD.com)

PMI Certified Professionals (Certified Medical Insurance Specialist, Certified Medical Office Manager) will earn 29 continuing education units (CEUs) for program attendance. This program has prior approval of the American Academy of Professional Coders for 16.0 CEUs. Granting of this approval in no way constitutes endorsement by the Academy of the program, content or the program sponsor.



## Certification validates your achievement and demonstrates to others your superior level of knowledge as an advanced coding professional.

In today's complex practice environment, certified coders are in high demand. More physicians need Certified Medical Coders who are capable of understanding the complexities of the reimbursement process. Improve your practice's financial health. Your skills will help guard against improper claim submissions, and contribute to a higher rate of paid claims for the practice.

- Certification demonstrates to auditors, compliance officers, employees and peers that you have taken steps to attain advanced knowledge and skills.
- Certified coders are employed in thousands of medical practices across the country. The CMC certification is recognized by leading healthcare groups nationwide.
- Certification will help you communicate with improved confidence with physicians, third-party payers, patients and business associates.

### Recognition

PMI was named by the Centers for Medicare and Medicaid Services (CMS) as an example coding certification source for its Intermediary Provider Customer Service Program in 2004.<sup>1</sup> This recognition by CMS and hundreds of other healthcare organizations reinforces PMI's position as a leading provider of certification for medical office staff.

<sup>1</sup> Implementation of §921 of the Medicare Modernization Act (MMA) Ñ Provider Customer Service Program. Pub. 100-20 One-Time Notification, Transmittal 113, September 12, 2004, pg.8.

For more information on our Advisory Board and faculty, visit [www.pmiMD.com](http://www.pmiMD.com).

The Certified Medical Coder (CMC)<sup>®</sup> credential from Practice Management Institute<sup>®</sup> designates an individual's exceptional level of physician practice coding knowledge.

This program includes five days of classroom instruction, course manual, homework exercises, exam preparation handbook, and certification exam. Participants may take up to six hours to complete the CMC exam, which will be administered on Day 5 of the program. Students who pass the exam with a score of 70% or better will earn CMC certification, along with all accompanying benefits for one full year.

## COURSE CURRICULUM

### Medical Terminology for Diagnostic and Procedural Coding

Prefixes, suffixes, roots, abbreviations  
Anatomy and physiology  
Body structure and body systems

### ICD-9-CM Diagnostic Coding

Coding conventions  
Guidelines from CMS  
Primary vs. secondary codes  
Signs/symptoms and ill defined conditions  
Neoplasms and adverse effects  
Injuries, burns, fractures and wounds  
Supplementary classifications  
OB/GYN codes

### CPT Procedural Coding

CPT categories, format and guidelines  
Diagnostic vs. therapeutic services  
E&M services for all categories, plus modifiers  
Surgical coding guidelines and procedures  
Modifiers for surgical procedures  
Coding from chart notes and operative reports  
HCPCS coding

### Ancillary Services & Advanced Coding

Maternity and delivery services  
Radiology  
Pathology and lab services in the physician's office  
Medicine & intervention  
Coding problem set exercises  
Medical and surgical specialties

### PREREQUISITES:

At least one year of coding experience for the medical office.

### REQUIRED CLASS MATERIALS:

Students must bring current editions of CPT, ICD-9-CM, HCPCS manuals, and a medical dictionary to each class meeting.

### CEUs:

The Certified Medical Coder (CMC)<sup>®</sup> program has been approved for 29 CEUs for Practice Management Institute certified professionals (CMIS/CMOM). The American Academy of Professional Coders has approved this program for 16 CEUs.

# REGISTER NOW!



## CERTIFICATION BENEFITS

- A professional designation that enhances your value as a practice management professional
- A wallet-sized certification ID along with an official certificate and lapel pin
- Free subscription to PMI's practice management newsletter-*The LINK*
- 10% practice discount on PMI programs and products
- Your name listed on the PMI Certification Web site, so that employers may verify your credentials

## CAN'T ATTEND THE LIVE PROGRAM?

Choose from the following options:

### Self Study

Learn at your own pace with PMI's CMC Self Study package. Receive the complete lecture (approx. 11 hrs. of recorded material), as taught in the live program. Course includes the full course manual, workbook exercises, answer keys, exam preparatory handbook, free telephone and online support, and the certification exam. To sign up for the CMC Self Study program, select the "Self Study" option on the registration form.

### Certification Examination

PMI offers an *Exam Only* option for those who prefer not to enroll in the preparatory program. This option includes an exam preparation handbook and is available for \$249. To sign up for the CMC exam, select the *Exam Only* option on the registration form. PMI will contact you to make testing arrangements.

Payment plan available. Call PMI at 800-259-5562 for details.

ABOUT PMI

Practice Management Institute<sup>®</sup> (PMI) is focused on helping physicians run a more efficient, compliant and profitable practice. For more than 25 years, medical office professionals across the country have looked to PMI for proper training in coding, reimbursement, compliance and practice productivity. Participants return to the office able to help secure every dollar that is rightfully due to the practice.



## REGISTRATION FORM

Please keep a copy for your records.

### PROGRAM INFORMATION

June 18, 25, July 9, 16 & 23, 2009  
(Prgm #14447-0618) Sign-in begins 15 minutes prior to program

Oklahoma City Community College, Room 209A  
7777 S May Avenue  
Oklahoma City, OK 73159

8:00 a.m. to 4:00 p.m. each day

### PROGRAM FEE/DISCOUNT POLICIES

\$999 per person

Includes instructional materials.

**Self Study Package: \$999 plus \$10.95 shipping & handling.** Includes the full lecture on audiocassette, plus course manual and exam. (TX residents add 8.125% sales tax)

**Exam Only: \$249,** includes exam preparation handbook.

Active PMI Certified Professionals (CMIS/CMOM) will receive 10% off. Certified ID #: (if applicable) \_\_\_\_\_

For multiple registrant discount please call 800-259-5562.

### PARTICIPANT INFORMATION

Registrant 1 \_\_\_\_\_

Registrant 2 \_\_\_\_\_

Registrant 3 \_\_\_\_\_

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

Address \_\_\_\_\_

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

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

E-mail Address: \_\_\_\_\_

### PAYMENT INFORMATION

Select form of Payment:

VISA  MasterCard  American Express or  Check  
(Make checks payable to Oklahoma City Community College)

Card No.: \_\_\_\_\_

Total Amount: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

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

**Cancellation Policy:** A full refund less \$20.00 processing fee, if cancellation is received 7+ days prior to program start date. A 50% refund if cancellation is 6 days to 48 hours prior to start date. No refund if cancellation is less than 48 hours in advance. Upon registration, custom materials are printed, refreshments are ordered and seating is reserved. Due to this, PMI strictly adheres to this policy.

### REGISTRATION METHOD

✉ Mail with payment to:  
Oklahoma City Community College, Corporate Learning  
7777 S May Avenue, Oklahoma City, OK 73159

☎ Phone (405) 682-7562

☎ Fax (405) 682-7578

Online:  
<http://secure.occc.edu/forms/corporatelearning/enrollment.html>  
section: PAYP 0200 356