



PRACTICE[®]
MANAGEMENT
INSTITUTE

Continuing Education

for Medical Office Professionals



NOW ENROLLING!

When:
Thursday,
July 22, 2010

Coding by Specialty: Surgery

8:30 a.m. to 11:30 a.m.
(Prgm# 15188-0722)

Fundamentals of Medical Terminology

1 p.m. to 4:30 p.m.
(Prgm# 15187-0722)

Where:

Physician Training Center
26550 John R, Madison Heights, MI 48071

CEUs:

3 CEUs (CMC, CMIS, CMOM) For others, verify credit guidelines with the organization. A certificate of attendance will be provided.

Fee:

\$75 per person for MNO members.
\$60 per person if paid by 6/22/10
\$90 per person for non-MNO members.
\$75 per person if paid by 6/22/10
Includes instructional materials.

Register:

- Email: pmoskaitis.pmi@comcast.net
- Fax 248- 438-6928
- Phone 248- 505-1876
- Mail: Paige Moskaitis, PMI
P.O. Box 1232
Walled Lake, MI 48390

Questions? Call
Debbie Rozanski at 248- 475-4782,
drozanski@mednetone.net,
or Paige at 248-505-1876,
pmoskaitis.pmi@comcast.net

100% Satisfaction Guaranteed
for details visit www.pmiMD.com.

Coding by Specialty: Surgery

Receive in-depth instruction and techniques, and make sure that your documentation supports the level of service billed. Find out how add-on codes affect reimbursement, when to code a late-effect, and how to properly use modifiers and documentation guidelines.

- Proper use of surgical modifiers
- Coding for fractures, casts and strapping application & supplies
- Trigger point and joint injections
- Tips on documentation review
- Pre-op clearance
- Billing for complications in the global
- Learn proper use of E-codes and coding for late effects

Fundamentals of Medical Terminology

By the end of the class, students will have better knowledge of complex medical terms including spelling, pronunciation, and word parts. This will benefit the practice billing staff, medical records staff and anyone with the need to understand the language of medicine.

Course Objectives

- Participants will learn a systematic approach to understanding medical terms
- Makeup and pronunciation of medical terms/words
- Key review of the human body systems, illustrations and review of anatomic position and directional terms
- Root words, prefixes, suffixes and supplemental terms
- Combined forms associated with medical conditions
- Definitions for common medical abbreviations
- Analysis of physician orders and narratives

Registration Form

Keep a copy
for your records.

Check the boxes above for the program(s) you wish to attend. List additional registrants on duplicate forms. Confirmation will be emailed once your registration has been posted in our system.

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 American Express Check (payable to Medical Network One)

For charges, call Paige at 248-505-1876

Total Amount: _____

Cancellation Policy: A credit voucher will be issued if cancellation is received at least 48 hours prior to program. For refunds, a \$20 processing fee will be deducted for cancellations received in writing at least 1 week prior to the program start date; 50% refund if less than 1 week. Refunds cannot be processed for no shows.

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