

ICD-10 Coding

COURSE BROCHURE



YOUR Course Overview

IN BRIEF

Blackstone Career Institute's online certificate courses enables you to learn new skills at your own pace without disrupting your present job or lifestyle. Upon completion, you will have an ICD-10 Coding certificate, along with the skills and confidence necessary to achieve your professional development goals. Additionally, some employers will sponsor your training through tuition reimbursement programs.

Unit 1 Blackstone's Skills for Success

In this unit, you will discover how you learn best as well as your learning style by reading about intrinsic versus extrinsic motivation, field dependence and independence, self-efficacy and self-determination. The difference between visual, auditory, and kinesthetic learners will be analyzed. You will also receive some tips regarding your study space, the best time to work, and goal setting. Learning strategies, along with note-taking and memory tricks, are also an important part of this unit.

Unit 2 Introduction to Computers, Keyboarding and Office Technology

Unit 2 covers how computers are used in the office today, the different types of computers, and the parts of a computer system. Basic keyboarding skills will be introduced. In this lesson you will also learn about the Internet, URLs, search engines, and e-mail. Office technology will be discussed, including office telephones, different types of telephone calls, fax machines, photocopiers, multipurpose machines, transcribers, digital cameras, and wireless communication.

Blackstone Typing Tutor (accessible through the Online Student Center)

Unit 3 Practical Applications of Coding 1

In Unit 3, you will study coding procedures. You will learn how to use ICD-10-CM. HCPCS Level II and CPT coding are also discussed, as well as CPT Evaluation and Management (E/M) guidelines. Anesthesia and general surgery codes, integumentary system codes, and orthopedic system codes are also covered.

Step By Step Medical Coding

Access to coding manuals (ICD-9 and ICD-10, HCPCS, and CPT through the Encoder Pro online database)

Unit 4 Practical Applications of Coding 2

Unit 4 continues the study of coding applications in a variety of areas like cardiology, OB/GYN, radiology, pathology, laboratory, and medicine. Inpatient hospital-based coding is also covered in this unit.



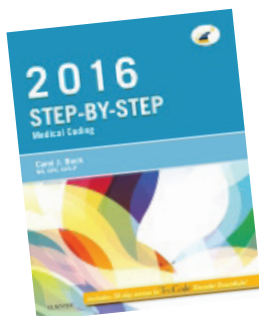
What you receive with your course

Your course consists of four units, including the following commercial e-books and electronic resources, to assist you step-by-step through the course.

Step-By-Step Medical Coding: A Comprehensive Guide

by Carol J. Buck, Elsevier

This easy to use resource provides in depth coverage from one of the most trusted names in coding education. Using all current coding systems, explanations of coding and practice exercises to reinforce understanding, this e-book covers all coding sets in one source.



Optum360 Encoder Pro

You will have access to a searchable database, coding manuals ICD-9-CM and ICD-10-CM, HCPCS Level II and CPT.

Blackstone Typing Tutor

Blackstone's exclusive Typing Tutor will help to increase your typing speed and accuracy.

Online Student Center

Included with your tuition, you will have online access to your study guides and study units, exams, grades, payment history, discussion boards, and more.

Graduation Documents

Upon successful completion of the entire course, you will receive an official transcript and a certificate. A copy of your transcript will be on permanent file and available at a nominal fee.

