

# Medical 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 a Medical 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. Visual, auditory, and kinesthetic learners will be compared along with the differences between them. 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 lesson.

### 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. Become expert on topics such as the Internet, URLs, search engines, and e-mail. Office technology will be discussed, including office networks, different types of servers, PDAs, scanners, digital cameras, and wireless communication.

*Blackstone Typing Tutor* (accessible through the Online Student Center)

### Unit 3 Practical Applications of Coding 1

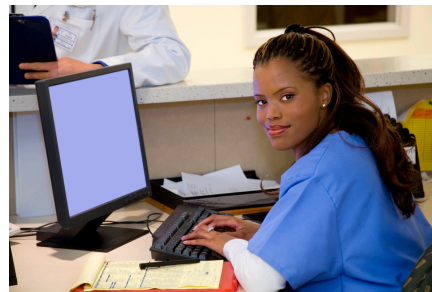
In Unit 3, you will study coding procedures that will prepare you to use ICD-9-CM, ICD-10-CM, HCPCS Level II and CPT coding are also discussed, as well as CPT Evaluation and Management (E/M) guidelines. Anesthesia and general surgery codes, integument system codes, and orthopedic system codes are also covered.

*Step By Step Medical Coding*

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

## Unit 4 Practical Applications of Coding 2

Continuing the study of coding applications, a variety of areas are described, such as cardiology, OB/GYN, radiology, pathology, laboratory, and medicine. Inpatient hospital-based coding is also included.



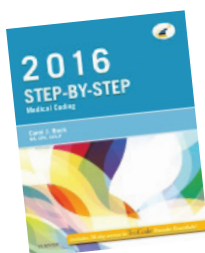
# What you receive with your course

**Your course consists of four units, including the following 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.

