A Distance Learning Program
Study at home with approved texts and qualified instructor

Each student is assigned a qualified instructor!

Health Care Consulting Services, Inc.
PO Box 572, Medina, Ohio 44258-0572
Phone: 800-689-1727/ Email: HCCSincorp@aol.com
www.hccsincorp.com
Program Overview
This program is designed for experienced coders to gain expertise in hospital-based coding, and to prepare candidates seeking certification through both the American Health Information Association as a Certified Coding Specialist (CCS). This program is designed specifically for RHIT, RHIA or experienced inpatient hospital coders! Before a student enrolls, it is important that the course instructor speak with the student and provide career counseling. An assessment whether any of our distance learning programs is appropriate will be conducted for a particular student. Potential students may be asked to inquire within their facility education and certification requirements for coders. Many hospitals also require a coder to be AHIMA certified:

- RHIT: Registered Health Information Technician (2 year college degree)
- RHIA: Registered Health Information Administrator (4 year college degree)

This course is offered to RHIT and RHIA graduates requiring additional training prior to taking the CCS exam. Potential students without an RHIT or RHIA must have advanced anatomy and medical terminology prior to taking this course.

Experience Level: This course is designed for medical coders with work experience in either a hospital or physician facility. The course is not intended as an introduction to medical coding. AHIMA requirements:

AHIMA CCS Exam Eligibility Requirements
CCS exam candidates must have earned a high school diploma from a United States high school or have an equivalent educational background. Although not required, it is strongly recommended that candidates have at least three years of on-the-job experience in:

- Hospital-based inpatient coding for multiple case types (for example, circulatory, pregnancy, neoplasms, genitourinary, musculoskeletal, respiratory, and endocrine, nutritional and metabolic diseases, and immunity disorders)

- Hospital-based Ambulatory/Outpatient Care coding for multiple case types (for example, eye, musculoskeletal, integumentary, ENT, injury and poisoning, cardiac catheter, interventional radiology, and pain management) AND

- Completed coursework in anatomy and physiology, pathophysiology, and pharmacology, or demonstrated proficiency in these areas.

Course Type –Self-directed, distance learning program. A tutor is assigned to assist you throughout the course.
Lessons

Each lesson is comprised of a reading assignment, homework exercises or activity, Internet research projects, web-based training modules offered to students throughout the course. Each lesson is expected to be completed per week. Because this is a distance-learning program, your instructor is willing to be flexible with each student, but the program should be completed so you can take the current year exam.

Computer Requirements

Internet access, Email, Microsoft Word (Microsoft Office). PDF files will be sent and adobe acrobat reader (software required to read pdf files) can be downloaded free from www.adobe.com. Download the most recent version.

Learning Objectives

- become prepared to sit for the CCS exam;
- learn medical science, terminology and anatomy;
- understand the Uniform Hospital Discharge Data Set;
- understand DRGs and their impact on coding for hospital inpatient services;
- understand APC’s and their impact on coding for hospital outpatient services;
- interpret the medical record as a source document;
- increase coding accuracy by reviewing coding steps and guidelines; and
- develop a higher-level of expertise in the field by learning how to research coding information.
Cost: 2010 Tuition Rates

AAPC, ACMCS, AHIMA, or AIHC Members: $1,900

Non-Members: $2,500

Membership: You must become a member of the American Health Information Management Association (AHIMA) prior to taking your CCS exam. Please consider becoming a member now with AHIMA and taking benefit from the discounted rate for this course.

Financing Options - Payment can be made by check or credit card. You may be eligible for our 4.99% financing! A downpayment of $600 is required to finance the balance.

Call 800-689-1727 to inquire more about this payment plan option.

Course Administrators

Joanne Byron, LPN, BSNH, CMC, CHA, CPC, CPC-I, MCMC, PCS. Joanne has hospital and outpatient coding experience. She oversees this program and serves as an instructor. The program also has a Coordinator to assist the instructor and ensure availability to the student. Both the instructor and Program Coordinator may be reached by telephone and email Monday-Friday 9:00 am-5:00 pm EST, and other hours by arrangement. Contact information will be provided upon registration.

Stacy Baxton, CPC, CCS has assisted with the development of this program and also serves as an instructor.
Ms. Drummond brings 20 years of experience and nine coding and billing certifications: CPC-I, CPC, CPC-H, PCS, FCS, CMC, ACS-RA, ACS-OB/GYN and CMBS-II. She serves on the national board of Advanced Coding Specialists in Radiology and OB/GYN.

Karen is a past presenter for the American Academy of Professional Coders and has worked locally and nationally educating physicians and their staffs on documentation guidelines and coding concepts. She is also, an American Academy of Professional Coders approved PMCC instructor, who has taught medical billing and coding at Stark State College, Canton City Schools Adult Education, and Portage Lakes Career Center in Ohio.

Currently she is teaching several coding on line courses. Karen has worked for two large hospitals teaching the residency program the documentation guidelines and as a coding manager. She is currently working for Health Management Resources which is a consulting firm in Salisbury, North Carolina providing audits and education for compliance for providers across the country.

Karen also serves on the Board of Directors for the American Institute of Healthcare Compliance, Inc., a non-profit certification organization.

Lead Instructor
Karen Drummond, CPC-I, CPC, CPC-H, PCS, FCS, CMC, ACS-RA, ACS-OB/GYN and CMBS-II
Coding Books to be purchased by student (not included in course fees):
The Society for Strategic Coders can order coding books for the student and pass the cost through into the tuition upon student request. We can often get discount prices through various vendors due to high volume purchases.

Coding books MUST be for the current year.
- International Classification of Diseases (ICD-9-CM Vol. 1-3), various publishers
- HCPCS level II
- Medical Dictionary, various publishers

Material and Texts included in the Course Fees: (Subject to Change)
Cost of these texts and materials are included in your tuition.

1. Faye Brown’s *ICD-9-CM Coding Handbook*;
2. *Professional Review Guide for the CCS Examination* by PRG Publishing;
3. *Inpatient ICD-9-CM Mock Exam Workbook* (CodeBusters)
4. *Outpatient CPT-4 Mock Exam Workbook* (CodeBusters)
5. Adjunct learning materials, web-based training modules and Internet assignments to reinforce the learning process!

Course Overview
Additional Internet research assignments and additional work may be assigned for each lesson.

Each week the student will receive a lesson assignment. Information below is an overview of the basic assignment for each lesson. One lesson should be completed per week.
Lessons 1-10

- Format & Conventions – Current Coding Practices for ICD-9-CM
- Supplementary Classifications
- Coding S/S
- Infectious Disease
- Endocrine, Immunity and Mental Disorders
- Diseases of Blood and Blood-Forming Organs
- Nervous System
- Respiratory, Digestive and Genitourinary Systems
- Integumentary & Musculoskeletal Systems
- Pregnancy, Childbirth, Congenital Anomalies and Perinatal Conditions
- Circulatory System & Neoplastic Diseases
- Injuries, Burns, Poisoning and Complications of Care

Lessons 12-20

- Classification Systems, Registries and Indexing
- Medical Billing & Reimbursement Systems
- CPT & ICD9 Coding Review
- Web-Based Tutorials from CMS
- Review Cases to Code
- Mock Exam

Lessons 21 – 25

- Outpatient CPT Mock Exams
- Inpatient ICD-9-CM Mock Exams

The AHIMA CCS exam fee is NOT included in your tuition.

Please contact AHIMA to register for certification exam. Visit their web sites at: www.ahima.org
SUCCESS WITH DISTANCE LEARNING

Overview & Purpose of Distance Learning

Attending classes can interfere with job, home and parenting responsibilities. Some courses cannot be found at a traditional college. The program you have chosen is often taught as part of a 2 or 4 year college degree program for Health Information Management professionals. The Society for Strategic Coders recognizes that a college degree and/or certificate in continuing education is not for everyone, yet trained coders are needed in the health care industry. This distance learning program provides an individual instructor to each student to provide guidance, coaching and direction during the training process. But this approach only works with a 100% commitment from the student.

Prioritizing Responsibilities

Clearing time in your schedule for study, homework and general course work may cause you to revisit current priorities. Can you make changes by delegating some responsibilities to someone else in the family temporarily (until the program is done)? Can you work on homework at the same time your kids are working on theirs? Are weekends best to get the most time by yourself?

Juggling work, E-learning, family and your social life requires discipline and commitment. Do you have the support and encouragement of your family?

If you cannot make time to study 6 to 8 hours per week, then distance learning may not be right for you.
Program Policy

All courses MUST be completed within 12 months from time of registration.

Studying – on your own time, whatever is best for you! However, you must complete assignments timely and stay in touch with your instructor. Lack of weekly contact with your instructor can constitute discharge from the program.

The course is “pass/fail”, although assignments may be graded on a percent correct basis. This program is designed to prepare the experienced coder for one of the national certification examinations offered by AAPC, AHIMA or ACMCS.

Refunds

Please see our refund policy on our web site. Text books are included in tuition and this cost can not be refunded once texts are ordered. The first month’s instructor’s pay cannot be refunded. Refunds will only be considered if requested prior or during lesson. Please talk with your instructor prior before deciding to drop the course. Each situation will be managed on a case-by-case basis for special circumstance which can arise after enrollment.

Requirements

Students are required to have Microsoft Word and access to the Internet because our assignments will be sent via email.

Privacy

Each student interacts with his/her assigned instructor individually. Emails, faxes and mailed information are kept confidential and only used by HCCS when instructors report student progress to the Course Administrator or company president. Written permission will be requested if HCCS asks a student if course evaluation information can be used for marketing purposes. Grades will be released to any health care organization paying for training of the student without student permission when disclosure is made at time of enrollment that the student’s employer is financing such training and requires reports of grades by HCCS.
**Enrollment**

The attached enrollment form can be mailed, faxed or Emailed to HCCS. You can also phone your registration to (330) 241-5661.

**Questions**

Please call 1-800-689-1727 toll free with any questions regarding these policies. Alternative numbers to call: (330) 241-5661 or Email your questions to: hccsincorp@aol.com.

All questions are good questions and should be asked if there is any hesitation about enrollment or more information you require about our program(s).

We also appreciated feedback on additional programs you would like for us to offer. The current programs were developed because of feedback from individuals like you!
# 2010 ENROLLMENT FORM

<table>
<thead>
<tr>
<th>Program</th>
<th>Date of Enrollment</th>
<th>Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCS Exam Prep Program</td>
<td></td>
<td>[ ] AAPC, ACMCS, AHIMA, AIHC $1,900</td>
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<tr>
<td></td>
<td></td>
<td>[ ] Non member 2,500</td>
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**Print Name**

**Email Address (required)**

**Home Street Address (where text books will be shipped)**

**Work Phone/Ext.**

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**Why you are enrolling in this course (provide expected certification exam date)**

**Charge My Credit Card:** [ ] VISA [ ] MasterCard [ ] Discover [ ] American Express

Card #: ____________________________ Exp Date: ___________ Sec Code: ___________

**Credit Card Billing Address:** ____________________________________________

**Authorized**

**Name/Signature** __________________________________________________________

**CHECK #: ____________________________ AMOUNT ENCLOSED $ __________**

Make checks payable to: HCCS, mail to

HCCS Course Enrollment

PO Box 572, Medina Ohio 44258-0572

Call 800-689-1727 to phone in credit card registrations or ask questions about the course, financing or enrollment process