

# Inpatient/Outpatient Medical Coding & Billing

## ➤ A Secure Career

In today's economic environment, job security and a steady income are crucial. Healthcare accounts for 7 of the 20 fastest growing occupations and due to a shortage of qualified inpatient/outpatient medical coding and billing specialists, employers often offer benefits such as increased salaries, sign-on bonuses and remote coding opportunities.

## ➤ Industry Growth & Opportunities

An expanding healthcare system and constantly changing regulations have created a thriving industry for inpatient/outpatient medical coders and billers. The US Department of Labor predicts the Medical Coding & Billing field will increase by 20%, or 35,000 new jobs, through 2018.

## ➤ The Vital Role of a Medical Coder

Medical coders translate a patient's medical record into nationally standardized numeric codes used in billing patients and third-party payers, such as insurance companies and Medicare. All healthcare facilities and a variety of related businesses employ medical coders, creating an array of potential workplaces for the professional coder seeking employment.

## Train for multiple career paths

The Inpatient/Outpatient Medical Coding and Billing course is designed to help you gain the knowledge and skills required for both inpatient and outpatient medical coding and billing. Learning both of these skill sets will make you more flexible and marketable after graduation!

### ➤ Inpatient Focus

- Understand specialized inpatient codes
- Use industry-standard 3M encoding software
- Code real-life inpatient hospital records

### ➤ Outpatient Focus

- Master medical terminology and basic anatomy
- Apply standardized codes specific to outpatient coding
- Code real-life outpatient medical records

## Top 3 Reasons to Become an Inpatient and Outpatient Medical Coding and Billing Specialist:

- Secure career in a growing industry
- Steady income and benefits
- Room for real advancement

## What You'll Learn in the Inpatient and Outpatient Coding & Billing Program

- Program orientation
- Technology and the Medical Professional
- Learn and master medical technology
- Documentation, confidentiality and ethics
- Evolution of coding in the healthcare environment
- Healthcare structure and organization
- Anatomy, pathophysiology and disease processes
- Exploring pharmacology
- Medical record content
- Diagnostic coding with ICD-9-CM
- Exploring healthcare reimbursement
- Medical procedural coding
- Skill building for outpatient coding
- Final exam/overview



Iowa Western Community College  
Continuing Health Education  
2700 College Road  
Council Bluffs IA 51503

Phone: 712/325 3265  
Fax: 712/325 3729

Revised April 4, 2011

IOWA WESTERN  
COMMUNITY COLLEGE

Presents

## Inpatient and Outpatient Medical Coding and Billing ...Online!!!



## Train and Learn at Home!

Quality training will be your key to success as an inpatient/outpatient medical coding and billing specialist.

# INPATIENT/OUTPATIENT MEDICAL CODING & BILLING

## Complete Curriculum is Offered ONLINE!

Seize a real opportunity with this affordable, industry-renowned training in Inpatient and Outpatient Medical Coding and Billing. Our program is offered entirely



online so you'll have 24/7 access to all the program materials, which means you can train for an exciting new career whenever and wherever it's convenient for you. You'll find interactive learning tools, including the student forum and chat room, games, skill assessments, hundreds of exercises that simulate the coding and billing experience,

instantaneous feedback and an online grade book so you'll be able to easily chart your progress.

## Program Features

- Entirely online, no additional software required
- Self-paced, accessible 24/7
- Computer & keyboarding skills are taught
- Games, puzzles, interactive exercises
- Competency based: student can bypass individual chapters and modules by testing out
- Automatic grading & feedback
- Chat rooms: daily & weekly instructor-moderated chats
- Study planner tool, grade book, completion report
- Student forums

## Certification Training

The Inpatient and Outpatient Medical Coding and Billing curriculum is designed to prepare you to pass AHIMA's CCA certification exam and AAPC's CPC and CPC-H certification exams. Graduates have a significantly higher pass rate for these national examinations.

## Support Tools

- Intuitive navigation—Simple intuitive navigation is quick and easy to learn
- Grade book & enhanced security—set and track study goals, see test results and monitor account access
- Interactive coursework exercises to help students review concepts and reflect on their progress
- Images & visual enhancements—photos, illustrations, specific coding/billing forms, document charts and references
- Coding/billing practice tools allow students to practice coding and billing procedures on authentic medical records using real-world resources
- Games & flashcards—crossword puzzles, word searches and flashcards are scattered throughout the course
- **1 year access, 640 hours completion time (average 12-14 hrs/week)**
- **3M encoder software**
- **250 authentic outpatient reports and 75 inpatient records**

## Graduate Services

- Personalized consultations & career guidance
- Monthly follow-up communication
- Resume review, interview coaching, reference letters
- 1 year help hotline after graduation
- Assistance to identify potential employment opportunities
- 80% employment rate for high honors coding graduates with certification
- Explanation and guidance for scheduling national certification exams

## Fees

\$2300 Tuition

**Provided materials:** ICD-9, HCPCS & CPT coding books, 20+ reference manuals & guides via 3M online reference library.

**Optional:** Text Companion Upgrade (which are text books containing content for 8 of the program's modules) can be purchased separately

## Payment Method

Money order, cashier's check, cash, credit card only (no personal checks are accepted for this course)

## Credit

64 CEUs for IA Nurses  
640 Contact Hours for  
Medical Assistants and NE Nurses

Train in the  
comfort of  
your own  
home, at your  
own pace, in  
as few as six  
months!!



Inpatient/Outpatient  
Medical Coding & Billing—Online  
HLTH 15-

Name \_\_\_\_\_

SS# \_\_\_\_\_

Address \_\_\_\_\_

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

Phone (h) \_\_\_\_\_

(w) \_\_\_\_\_

Email \_\_\_\_\_

Payment method:

Money order

Credit card:

CC# \_\_\_\_\_

Exp. date \_\_\_\_\_ 3-digit code \_\_\_\_\_

Cardholder name \_\_\_\_\_

Cardholder address \_\_\_\_\_

Facility Billing:

Facility name \_\_\_\_\_

Facility Address \_\_\_\_\_

Authorized signature \_\_\_\_\_

To register, please fill out form and mail with  
payment to:

Iowa Western Community College  
Continuing Health Education  
2700 College Road  
Council Bluffs IA 51503

Phone: 712/325 3265  
Fax: 712/325 3729