

**Certified Professional Coding Preparation****Employment Outlook**

Jobs: Medical Secretaries/Coders

Salary: \$11.22 to \$18.67

per hour in Michigan

Outlook: 18% increase in Michigan

Places of employment include: Hospitals, Insurance Companies, Clinics, and Home-Based Business.

**Prior to registration students must:**

- Have a high school diploma or GED
- Possess keyboarding, Windows and mouse skills



**This program can be completed in 2 semesters.**

*Upon successful program completion, students will receive a Macomb WCE Certificate and will be prepared to take the internationally recognized Certified Professional Coder (CPC) exam, licensed by the American Academy of Professional Coders. More information about the exam is available at: [www.aapc.com](http://www.aapc.com)*

**Medical Terminology ..... HLTH-8010A**

Develop a medical vocabulary through a word building system of prefixes, suffixes, root words and combining forms. Build, identify and understand appropriate medical terms. All classes meet on Monday, except 1/3/12 and 3/16/12. Text required, see page 46. (10 sessions)

92831	.....T.....	.....1/3-3/5.....	.....8:30 AM-1:20 PM.....	.....\$295.....	.....SOU C129.....	.....B. Klomp
92832	.....T.....	.....1/3-3/5.....	.....5:30 PM-10:20 PM.....	.....\$295.....	.....CTR R 179.....	.....B. Klomp
92833	.....M.....	.....3/12-5/14.....	.....8:30 AM-1:20 PM.....	.....\$295.....	.....SOU C129.....	.....B. Klomp
92834	.....M.....	.....3/12-5/14.....	.....5:30PM-10:20PM.....	.....\$295.....	.....CTR R 179.....	.....B. Klomp

**MS Office 2010 ..... CSFT-8063A**

Prerequisite: Introduction to Computers or the equivalent

Master basic techniques of Word, enter and edit data, construct simple formulas and depict data using column and pie charts using Excel. Create a database in Access that tracks information.

Use PowerPoint to create a presentation. Bring USB drive. Text required, see page 46.

(9 sessions)

93087	.....TTH.....	.....1/31-3/8.....	.....6PM-9PM.....	.....\$395.....	.....SOU C321.....	.....D. Haslett
93085	.....S.....	.....2/4-4/14.....	.....9AM-1PM.....	.....\$395.....	.....SOU C337.....	.....D. Haslett
93089	.....MW.....	.....3/12-4/23.....	.....9AM-12PM.....	.....\$395.....	.....SOU C337.....	.....D. Haslett
93091	.....TTH.....	.....4/3-5/10.....	.....6PM-9PM.....	.....\$395.....	.....CTR E115.....	.....L. Bosek

**ICD-9 Coding ..... HLTH-8007A**

Prerequisite: Medical Terminology and MS Office 10

Learn the rules and regulations of ICD-9-CM (International Classification of Diseases, 9th ed., Clinical Modification). Text required, see page 46. (10 sessions)

92835	.....W.....	.....1/4-3/7.....	.....6 PM-9:55 PM.....	.....\$395.....	.....SOU E216.....	.....C. Fackler
92836	.....W.....	.....3/14-5/16.....	.....6 PM-9:55 PM.....	.....\$395.....	.....SOU E216.....	.....C. Fackler

**CPT Coding ..... HLTH-8000A**

Prerequisite: Medical Terminology and MS Office 10

Learn the basics of HCPCS coding: Level I—CPT, Level II—National codes. Understand the guidelines of the Evaluation and Management Codes and gain detailed information for each CPT modifier and their uses. Text required, see page 46. (10 sessions)

92837	.....TH.....	.....1/5-3/8.....	.....6 PM-9:55 PM.....	.....\$395.....	.....SOU E308.....	.....C. Fackler
92838	.....TH.....	.....3/15-5/17.....	.....6 PM-9:55 PM.....	.....\$395.....	.....SOU E308.....	.....C. Fackler

**CPC Study Night ..... HLTH-8074**

Attention recent professional coding graduates! Prepare to take the AAPC Certified Professional Coder Exam. Bring your current ICD-9 CPT and HCPCS coding manuals. (1 session)

92855	.....F.....	.....3/9-3/9.....	.....5 PM-10:25 PM.....	.....\$29.....	.....SOU C207.....	.....R. Hicks
92856	.....F.....	.....5/18-5/18.....	.....5 PM-10:25 PM.....	.....\$29.....	.....SOU C207.....	.....R. Hicks

**Call 586.498.4000 or email [continuinged@macomb.edu](mailto:continuinged@macomb.edu) after completing all required classes to request your Macomb WCE program certificate.**

# Hurry—Classes Fill Quickly!