



# CPT/E&M and ICD-9-CM Coding

**T**ake the guesswork out of the reimbursement process with this class aimed at helping you improve a coding proficiency and claims submission accuracy.

## Course Agenda:

- Navigate coding books and other resources at your fingertips
- Take the mystery out of modifier usage
- Improve understanding of audit triggers
- Guidance on using CPT® & ICD-9-CM desk references
- Relating accurate code selection to proper reimbursement
- Recognize and avoid downcoded or undercoded claims
- Step-by-step explanation of documentation guidelines
- How to determine the correct level of CPT/E&M code
- Explore unique symbols, punctuation and abbreviations
- How to code accurately, to the highest level of specificity
- Select proper E&M for location and type of service
- Explanation of proper add-on code usage
- A look at the 5<sup>th</sup> digits for ICD-9-CM
- Usage of V&E supplementary classifications
- Instruction of diagnosis codes indicating level of necessity
- E&M coding grids for proper level of service selection
- Explanation of bundling and unbundling
- Review of comprehensive & mutually exclusive codes

*Free E&M coding grids, developed by PMI for accurate selection of E&M level of service codes.*

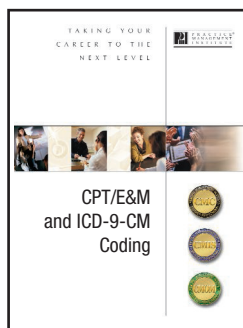
- This is an essential coding primer designed to help you see the entire reimbursement process.
- Learn about documentation guidelines and what is necessary in the medical record.
- Find out how to read unique symbols and navigate difficult coding situations.

## Classroom Presentation:

Physicians and coding staff must stay current on regulatory changes affecting CPT and E&M coding. Your instructor will explain the latest version of Medicare's Correct Coding Initiative and proper use E&M level of service coding. Participants will return knowing how to avoid upcoding, or underbilling practices.

## Who Should Attend:

Designed for physicians, coding and billing staff, front office staff, office managers and consultants seeking an overall understanding of the reimbursement process.



## Course Materials:

Participants must bring current copies of CPT and ICD-9-CM coding books to this class. Current books may be purchased at [www.pmiMD.com](http://www.pmiMD.com), or by calling 800-259-5562.

## CEUs:

CMC, CMIS, CMOM credits: 3

This program has prior approval of the AAPC for 3 CEUs. For participants seeking other CEUs, a certificate of attendance will be provided. Contact your organization's continuing education division for pre-approval and credit guidelines.

## Cancellation Policy:

Upon receipt of your registration, classroom seating, program materials, and refreshments are ordered. If you must cancel your registration, please note the following policy: PMI will issue a full refund, less \$20 processing fee if canceling 7+ days prior to program start date, 50% refund 6 days to 48 hrs. in advance. No refund for cancellations within 48 hrs. of program.



People overwhelmingly prefer to learn in a live classroom environment rather than online or text-based

formats. PMI faculty members are seasoned experts drawing from real-world experience. Class participants return to the office prepared to boost performance with heightened skills, tips and tools. Skip the canned presentations and support live training in your area.

## About Practice Management Institute®:

Billing errors due to inadequate staff training cost physicians millions of dollars each year in lost income and productivity. For 25 years, Practice Management Institute® (PMI) has taught physicians and staff how to properly navigate complex regulations and secure every dollar rightfully due. PMI programs focus on essential coding, reimbursement, compliance, and practice productivity issues.

**E**ach year, more than 40,000 medical office professionals look to PMI for their continuing education needs.

## Live Curriculum and Certification:

Choose from more than 30 seminar topics presented in 400 of the nation's leading healthcare facilities and colleges. Featuring certifications awarded in three administrative areas:

**Certified Medical Coder (CMC)<sup>SM</sup>**

**Certified Medical Insurance Specialist (CMIS)<sup>SM</sup>**

**Certified Medical Office Manager (CMOM)<sup>SM</sup>**

Certification preparatory programs are available through PMI in both Live and Self Study formats.

*PMI has certified more than 11,000 medical office professionals across the country.*

## Practice Tools and Resources:

PMI has a growing selection of practice tools and reference materials available at [www.pmiMD.com](http://www.pmiMD.com). Browse through PMI's self-paced learning materials, books, productivity tools and software for your practice. Choose from 25 instructor-led Online Classes – coding, billing and administrative topics, plus 40 modules especially for nursing professionals. You can also post a question on our Discussion Forum or read about our On-site Training or Practice Consultation services.

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