

REASONS TO CHOOSE GC'S WORKFORCE PROGRAMS

- We provide training for the most in-demand jobs
- Learning through hands-on experience
- Conveniently located for easy access
- Smaller class size provides student focus and greater chance of success
- Modern equipment, labs & classrooms
- Staff with up-to-date knowledge of latest industry requirements
- Experienced instructors, working in their field
- Staff devoted to your success
- Learning atmosphere

WE ARE CONVENIENTLY LOCATED WITH OUTREACH CENTERS THROUGHOUT THE COUNTY:



LOCATIONS

1 Main Campus

687 Mosser Road, McHenry, MD 21541
301-387-3069

2 Career Technology Training Center (CTTC)

116 Industrial Drive, Accident, MD 21520
301-387-3136

3 Community Aquatic & Recreation Complex (CARC)

695 Mosser Road, McHenry, MD 21541
301-387-3786

4 Northern Outreach Center (NOC)

12601 National Pike, Grantsville, MD 21536
301-895-4700

5 Southern Outreach Center (SOC)

14 N 8th Street, Oakland, MD 21550
301-387-3770

Garrett College does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, military status, sexual orientation, or any other protected category under federal, state, or local law, or by college policy. The following office has been designated to monitor compliance and handle inquiries regarding the non-discrimination policies (www.garrettcollege.edu/equity-and-compliance):

Office of Equity & Compliance • 687 Mosser Road, McHenry, MD 21541,
(301)387-3037 or equitycompliance@garrettcollege.edu.



Attn: CEWD - Workforce Development
687 Mosser Road • McHenry, MD 21541



ALLIED HEALTH Medical Billing & Coding

www.garrettcollege.edu/cewd

Medical Billing & Coding

Program Overview

The medical billing and coding profession is one of the fastest-growing careers in the healthcare industry today! Physician practices, hospitals, pharmacies, long-term care facilities, chiropractic practices, physical therapy practices, and other healthcare providers all depend on medical billing and coding for insurance carrier reimbursement.

Accurate medical billing and coding is essential to the delivery of quality healthcare and efficient health care administration. This program prepares individuals for an entry-level position as a medical billing and coding professional. Upon completion, students will be prepared for the National Healthcareer Association (NHA) certification exam.

With the transition to ICD-10, effective as of October 1, 2015, this program also provides training in ICD-10CM, while covering the following key areas and topics:

Program Topics

- Intro to International Classification of Diseases, Clinical Modifications & Coding Guidelines
- Introduction to the organization and use of the ICD-9-CM, ICD-10-CM and CPT manuals
- Basics of diagnostic and procedural coding
- The Health Insurance Claim Form (CMS 1500)
- HIPAA and Electronic Data Interchange (EDI)
- Review and practice coding Evaluation and Management (E&M) services
- Review and practice coding from anesthesia, surgery, radiology, medicine, and the pathology/laboratory sections of the CPT
- CPT Modifiers, E and V Codes, and Late Effects
- Coding surgical procedure and medical procedures for the cardiovascular, integumentary, male/female reproductive systems, maternity care and delivery
- Coding for general surgery, radiology, pathology, diagnostic, therapeutic and laboratory services and the Level II National Codes
- Tracing delinquent claims and insurance issues
- Third-party reimbursement issues
- Development of and Improvements to the ICD-10-CM Coding Manual
- Examination of the ICD-10-PCS system

Time to Complete Program

Approximately 5-6 months to complete

Please note the following: Students currently enrolled in an Adult Education program may be eligible to enroll with Program Coordinator approval.

Our Mission | The Continuing Education and Workforce Development Division will enhance the mission of Garrett College by providing lifelong learning through community education/personal interest courses, basic skills development and career training, and professional development/customized training solutions. We are committed to helping build a better community through collaborative efforts and partnerships.

Call 301-387-3136 to obtain additional information
www.garrettcollege.edu/cewd

Financial Aid Opportunities

Individuals may be eligible to receive financial aid assistance for programs offered through Garrett College Continuing Education & Workforce Development.

Over \$100,000 in scholarship funding is awarded annually through a variety of sources, including the Garrett County Commissioners, local agencies, and private donors from the Garrett College Foundation.

Both full and partial scholarships are available based on the applicant's residency, educational goals and financial need. For best consideration, students are highly encouraged to apply early! Continuing Education & Workforce Development scholarship applications must be submitted at least three weeks prior to the start of the applicant's selected program.

Entry Information & Requirements

Workforce programs offered through Garrett College Continuing Education & Workforce Development require the following for admission/entry into the program:

- ▶ High School diploma or equivalent
- ▶ \$25.00 non-refundable registration fee
- ▶ Complete the TABE assessment prior to start of program
- ▶ Attend an Orientation and Information Session – contact 301-387-3136 to schedule

Are you interested in Medical Billing & Coding courses?

For additional information, or to enroll in this program, please complete this inquiry card and mail to our office.

Name: _____

Date of Birth: _____

Street Address: _____

City: _____

State: _____ Zip: _____

Home Phone: _____

Cell Phone: _____ Text:

Email Address: _____

High School/College Name: _____

Program(s) of interest: _____

Mailing Address:

Garrett College
Attn: CEWD - Workforce Development
687 Mosser Road
McHenry, MD 21541

Start Here,
GO FURTHER.
www.garrettcollege.edu/cewd

