

Health Information Technology Boot Camp

Our Mission

The mission of the Boot Camp and Continuing Education Programming at Grace Falls, Inc. is to provide serious investment in human capital. Through high-quality and affordable preparation for certification and employment the Program provides innovative, real-world curricula that students in any geographical location can obtain. The chief focus is on the needs and satisfaction of students in order to provide applicable instruction and service. The Program continually assesses the effectiveness of its curricula and service, as well as the academic achievement of its participants. Grace Falls, Inc. uses these results to improve academic and institutional quality.

Our Values

Grace Falls, Inc. Continuing Education and Boot Camp is:

- **Student Centered** We are strongly student centered, stressing personal development as well as career management skills.
- **Experientially Based** We integrate hands-on learning with a career-focused curriculum, to enable our students to gain real-world experience.
- **Industry Relevant** We are industry relevant, focusing both on the needs of our students and the needs of our students' future employers.
- **Employment Focused** Our business is developing an employment-ready, motivated workforce.

A Note from the Executive Director

When we founded Grace Falls, Inc, we wanted to create a school of professional training that offered everything we wished we had available to us when we began our careers. We sincerely believe that our programs are the finest of their kind anywhere.

We pride ourselves both on the quality of our education and its relevance in today's professional world. Each Program is designed to ensure that all of the acquired knowledge and skills will be valuable to its graduates, providing a practical and solid foundation for the student's future. We make sure that every part of the participants' education serves a purpose and brings them closer to accomplishing their professional goals.

You will have our undivided attention as you progress through our up-to-date curriculum. The program materials are unique; our administrators research and customize your textbooks so you will have the most current and complete information.

We are always available to answer any question you may have or simply to offer encouragement along the way. I invite you to discover for yourself the unique character of the Certification Prep Boot Camp coursework at Grace Falls, Inc.



Sincerely,
Harriet C Callier MSCM CPCS
Executive Director

Great New Career

- Eligible to sit for National Certification
- Earn up to \$45,000/year (with experience)
- Program Completion in 10 – 16 Months!
- Growing Industry / High Demand
- Courses Start Monthly
- Earn a *Certification of Completion* from UW-Milwaukee School of Information Studies
- Advancement /Security of Steady Income

Typical Employers

- Hospitals
- Medical Groups / Clinics
- Insurance Companies
- Healthcare Associations

Broad Skill Set – Job Positions

- Medical Biller / Insurance Processor
- Outpatient Coordinator
- Patient Registration
- Patient Financial Counselor
- Medical Record Technician
- Health Information Technician
- Medical Office Manager / Supervisor
- Healthcare Records Manager

Course Listing

In as little as 10 months—or take longer if you wish—you can be on your way to earning great income as a Health Information Specialist. Our experts prepare you to work for hospitals, medical offices, nursing homes, home healthcare services, clinics and insurance companies. You get everything you need to know in easy-to-understand custom textbooks that guide you step by step. You'll learn how to manage the flow of information and work alongside other health information technicians in almost any health-related organization. We'll show you exactly what to do and how to do it!

GENERAL EDUCATION COURSES

(223 Contact Hours)

Success Strategies (GE102 - 3 Contact hours) — Your first course introduces you to the world of distance learning. You'll learn proven strategies for success as an independent learner. In addition, meet and discover how to access the faculty and staff.

HIT Legal & Ethical Issues (HM290 - 30 Contact hours) — Gain insight into medical ethics and the legal aspects of the medical field—from fraud and compliance issues to HIPAA requirements.

Medical Terminology (HM140 - 30 Contact hours) — Gain the foundation you need to understand medical terminology for office/records administration. Learn to construct medical terms by identifying word parts and their meanings, then combining them to build medical terms.

Anatomy and Physiology I (SC150 - 10 Contact hour) — Gain knowledge in the principles of cell biology, cell chemistry, genetics and organism biology with an emphasis on the body systems.

Anatomy and Physiology II (SC155 - 20 Contact hours) — This course builds on the foundation of Anatomy and Physiology I. Discover each body system in depth and learn how the systems work together.

Applied Business Math (MH101 - 30 Contact hours) — Gain a solid foundation of business math and basic statistics. Apply these skills in real-world workplace scenarios.

Business Communications (EN110 - 30 Contact hours) — Develop skills for effective oral and written communication. You'll learn to produce clear, effective, audience-specific documents.

Computer Applications I (CS100 - 30 Contact hours) — Learn the fundamentals of computers, including hardware and software concepts, as well as networking and Internet terminology.

Computer Applications II (CS101 - 30 Contact hours) — This course builds on the foundation of Computer Applications II. Develop audience-specific documents of Microsoft® Word, PowerPoint and Excel.

Workplace Psychology (PY110 - 30 Contact hours) — Discover the intricacies of social psychology. You'll learn how personality traits, biology, health, stress, and psychological disorders affect human behavior in the workplace.

Introduction to Health Information Technology (HM101 - 10 Contact hours) — Gain an overview of the HIT profession and the many career opportunities that await you. Discover the various types of American healthcare systems and facilities. Gain insight into the electronic health record and the data that is integral to the healthcare process.

Career Development Strategies (GE200 - 20 Contact hours) — Get your career moving! Improve your interview techniques and create a top-notch resume. This course will teach you everything you need to land a great job and kick-start your career.

CORE CLASSES

(310 Contact Hours)

Pathology and Disease Processes (SC160 - 30 Contact hours) — Discover what happens to the body when it is sick or injured. Study cell pathology and disease processes related to inflammation and the immune system, as well as the process of neoplasia, genetic diseases and diseases that affect the balance of fluids in the body.

Pharmacology (HM200 - 30 Contact hours) — Provides the basic concepts of this science. Learn about routes of administration, as well as drug classifications and therapeutic action. Study medications by body system, and discover how these medications are used to treat disease.

Procedural Coding (HM270 - 30 Contact hours) — Procedural codes identify the various procedures and services performed for patients. Learn to use the CPT coding manual to accurately code medical records.

Medical Coding I (Volumes 1 and 2) (HM240 - 20 Contact hours) — Course details the International Classification of Diseases coding manual and methods for coding diagnoses. Learn about the organization and content of the three-volume ICD-9-CM manual and practice coding real-world scenarios using Volumes 1 and 2.

Medical Coding II (Volume 3) (HM260 - 20 Contact hours) — Study the final volume of the ICD-9-CM manual and learn the ins and outs of

inpatient coding. Again, you'll get plenty of practice through real-world coding scenarios.

Billing for Insurance Reimbursement (HM120 - 20 Contact hours) — Launch into the world of health insurance. Study Medicaid, Medicare and other governmental insurance plans, as well as some common private insurance plans. Follow medical records through the billing process. Apply this knowledge to complete CMS-1500 and UB-04 claims forms.

Advanced Coding and Billing (HM280 - 20 Contact hours) — Gain real-world practice integrating procedural and diagnostic codes for healthcare services. Combine anatomy and medical terminology knowledge with medical records keeping skills to identify potential diseases and conditions based on diagnostic tests and prescriptions found in health records. Study case-mix management, patient classification systems and prospective payment systems, as well.

Health Information Management Systems (HM230 - 30 Contact hours) — Learn how to manage databases, as well as the ins and outs of electronic health records. Delve into the evolving world of electronics and imaging technology, design forms and computer input screens.

Health Information Technology (HM250 - 30 Contact hours) — Gain skills to plan for departmental and personal success, as well as how to effectively communicate with patients, train employees and manage projects. Discover strategies for developing office procedures, strategic plans and goals.

Health Statistics and Data Analysis (HM210 - 30 Contact hours) — Discover the what and whys of statistical data that healthcare facilities compile, such as mortality and morbidity rates. Learn how HIT professionals use data analysis program to compute formulas, generate reports and charts and to interpret computerized statistics.

Medical Office and Records Management (HM160 - 30 Contact hours) — Gain office and records management skills in this course. Discover common electronics and traditional filing techniques. Perform accounts receivable activities and confidentially handle patient information.

Electronic Health Records (HM165 - 20 Contact hour) — Explore the electronic health record (EHR)—from its history to its goals for the future. Gain hands-on experience with an EHR software as you schedule patients, create records, work with SOAP notes and much more.

Frequently Asked Questions

How long will it take to complete my program? It's up to you! How long you take depends upon the number of courses in your program and how many courses you transfer onto your roster. All new students can take their first two classes while they wait for the next session to begin.

I struggled in high school; will this be too difficult for me? Absolutely not! Many students find studying from home to be easier and more rewarding than their previous experiences with school. Because you set your own workload, you can tailor your studies to your schedule. We are with you every step of the way; we take pride in helping you overcome any challenges.

Staff qualifications? Our staff hold a minimum of a Bachelor's Degree and/or have direct professional experience in the fields that they presenter/tutor.

What is the availability of the staff? We are available by phone Monday - Thursday, from 11 am to 5 pm EST (8 am to 2 pm PST) and via email. You are welcome to email your presenter/tutor any time.

What other materials will I need to purchase to earn my degree? Each course includes your customized textbooks, study guides and supplements. You will need access to a computer with high-speed, internet access and Microsoft Office Suite Software (OpenOffice), as well as a CD player. Some courses may require additional resources that you can obtain.

Will you accept my credits for transfer from another school? Can I get transfer credit for my work experience? We will gladly review college transcripts for credit of work completed. We understand that you may have valuable experience in some of the subject areas covered in your program. For a minimal charge, you can take Exams to potentially earn credit in these subject areas. If you request an Exam and pass it, the fees are returned as a voucher toward your next class.

How will I advance my career? Just think of all the positions that require certification that gives you an edge in the hiring process. And the benefits don't stop once you have your foot in the door. Employers will recognize your certification as evidence of your dedication to your career and to a lifetime of learning and professional development. Professionals have been shown to make substantially more than their non-certified colleagues.

Will my credits transfer to a college or technical school? Typically seminar contact hours are not transferrable to a college program.

Do you offer a discount to military spouses?

We are pleased to announce *we will extend a 25% tuition discount to ALL military and their spouses!* This discount includes retired military spouses who still have a military identification.

Taking the CPC[®] Exam

The CPC Exam, Certified Professional Coder, is for a National certification that is administered by the American Academy of Professional Coders (AAPC)*.

- 150 multiple choice questions (proctored)
- 5 hours and 40 minutes to finish the exam
- \$300.00 with 1 free retake
- Open code book (manuals)

The CPC[®] examination consists of questions regarding the correct application of CPT[®], HCPCS Level II procedure and supply codes and ICD-9-CM diagnosis codes used for billing professional medical services to insurance companies. It is designed to evaluate a physician practice coder's knowledge of the following:

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| <ul style="list-style-type: none">• Anesthesia• Radiology• Medicine• Nervous• Endocrine• Digestive• Urinary• Musculoskeletal | <ul style="list-style-type: none">• Evaluation and Management• Anatomy and Physiology• Mediastinum & Diaphragm• Practice Management• Male/Female Genital• Hemic & Lymphatic• Maternity & Delivery | <ul style="list-style-type: none">• Eye & Ocular Adnexa• ICD-9-CM• HCPCS Level II• Coding Guidelines• Medical Terminology• Pathology• Integumentary• Respiratory• Laboratory |
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* To find out how relevant the certification is to your job search, search 'CPC' in an online job log like Monstor.com. You will also have an idea of the pay grade offered to those who have this Certification.