



## Course Overview

This online course is designed especially for OMSs and OMS staff who have never attended a coding workshop and have had little or no formal training in procedural and diagnostic coding. It also is designed for the more seasoned professional looking for a comprehensive refresher of the basics.

The course will teach the very basic elements of coding and provide an effective understanding of the CDT, CPT and ICD-10-CM coding manuals and systems. Participants will have the opportunity to test and reinforce their knowledge through basic case studies and exercises. The course proceeds at a slow, comfortable pace – dedicating sufficient time to each topic.

### Continuing Education Provider Approval

The American Association of Oral and Maxillofacial Surgeons is an ADA CERP Recognized Provider.

ADA CERP is a service of the American Dental Association to assist dental professionals in identifying quality providers of continuing dental education. ADA CERP does not approve or endorse individual courses or instructors, nor does it imply acceptance of credit hours by boards of dentistry.

The American Association of Oral and Maxillofacial Surgeons designates this activity for 7 continuing education credits.

AGD - Accepted Program Provider

FAGD/MAGD Credit

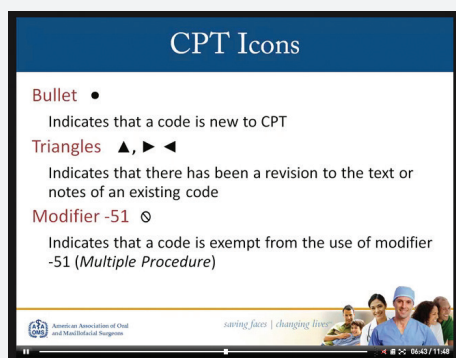
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Provider ID# 214680

The American Association of Oral and Maxillofacial Surgeons is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

The American Association of Oral and Maxillofacial Surgeons designates this enduring material for a maximum of 7 AMA PRA Category 1 Credit(s)<sup>™</sup>. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

For AAPC credit, please contact the AAOMS Coding and Reimbursement Staff at 800-822-6637.



## Learning Objectives:

Upon completion of this course, the participant will be able to:

1. Explain the purpose of coding and its relationship to reimbursement.
2. Describe ICD-10 CM, CPT and CDT coding conventions and basic principles.
3. Discuss basic claim submission processes including coordination of benefits, predetermination, preauthorization, electronic claims submission and more.

## Basic Coding Topics

### Background Information of ICD-10-CM

- What is Coding?
- History of ICD-10-CM
- Purposes of ICD-10-CM
- Cooperating Parties
- Updating ICD-10-CM

### Format and Structure of ICD-10-CM

- Format
- Volume I – Tabular List
  - Structure
  - Valid Codes
  - 7th Characters
  - Placeholders
- Volume II – Alphabetic Index
  - Structure
  - Default Codes
  - Additional Major Portions
    - » Table of Neoplasms
    - » Table of Drugs and Chemicals
    - » Alphabetic Index to External Cause Codes
- Five Easy Steps to Locating ICD-10-CM Codes

### ICD-10-CM Conventions

- Nonessential Modifiers
- Abbreviations
- Punctuation Marks

### ICD-10-CM Conventions (continued)

- Use of Terms “With” and “And”
- Cross References
- Instructions Found in the Tabular List

### Principles of ICD-10-CM

- Signs and Symptoms
- Suspected Conditions
- Acute and Chronic Conditions
- Nonspecific Conditions
- Laterality

### Background of CDT

- Overview
  - History of CDT
  - Code Maintenance Committee
  - Survey of CDT
  - Updating CDT

### Structure and Use of CDT Code on Dental Procedures and Nomenclature

- Alphabetic Index
- Finding CDT Codes

### Understanding HCPCS

- Organization
- Guidelines for Proper Use of HCPCS

### Background Information of CPT

- History of CPT
- Purposes of CPT

### Background Information of CPT (continued)

- Cooperating Parties
- Updating CPT

### Format of CPT

- Sections of the Numeric List
- Use of the Semicolon
- Guidelines
- CPT Icons
- Resequencing Initiative
- Alphabetic Index
- Using the Alphabetic Index

### Miscellaneous Components of CPT

- Unlisted Services
- Modifiers
- CPT Categories

### Claims Submission

- Data Needed for Claims Submission
- Coordination of Benefits
- Parameters of Coverage
- Predetermination and Preauthorization
- Encounter Forms and Superbills
- Electronic Claims Submission
- Health Insurance Portability and Accountability Act

### Appendix A – Oral and Maxillofacial Anatomy



There is an audio component to this online course; a computer with speakers is needed.



Current ICD-10-CM, CPT, HCPCS Level II and CDT coding manuals are required for all coding courses, except the online ICD-10-CM course in which only the ICD-10-CM coding manual is required. AAOMS does not provide coding manuals.

# Registration Form 2020 AAOMS Coding and Billing Courses



In-person coding courses are open only to AAOMS members, their staff and AAOMS allied staff member dental professionals. Registration also is available at [AAOMS.org/CodingBilling](http://AAOMS.org/CodingBilling).

## Registrant

Please print clearly. Complete both sides (pages 11 and 12) before mailing or faxing to AAOMS. **Note:** Submit one form per person. If registering more than one person via fax or mail, please photocopy the form for individual use.

First Name Middle Initial Last Name Degree(s)

AAOMS Allied Staff Member ID Number (if applicable) Nickname

Sponsoring AAOMS Member Name (if other than registrant) Sponsoring AAOMS Member ID Number

Practice Name

Practice Address City State ZIP

Practice Phone Fax

Email (*A unique email address is required for each registrant.*)

## Cancellation Policy

Registration for the online courses is final. No refunds will be granted for online courses. AAOMS will allow only one 30-day extension of a registrant's access to an online coding course upon written request up to 10 days prior to expiration of the registrant's access. Requests for extension within 10 days of expiration or thereafter will require a \$100 reactivation fee. Once an extension is granted, the username and password will expire upon completion of the online course OR at the end of the 30-day extension period. This re-registration fee applies only to registrations made within the last year.

A \$75 cancellation fee will be applied if a written cancellation is received more than 14 days prior to a scheduled Beyond the Basics in-person workshop. However, the entire registration fee will be forfeited if a written cancellation is received less than 14 days in advance. Cancellations must be made in writing and faxed to AAOMS at 847-678-6279.

**Please do not make hotel or travel reservations until you have received the email confirmation of your course registration from AAOMS.**

## Payment Information

Due to limited seating, registration for Beyond the Basics courses is on a first-come, first-served basis. A check or credit card information must accompany this form in order for your registration to be processed. Registration also is available at [AAOMS.org/CodingBilling](http://AAOMS.org/CodingBilling).

Amount Due \$ \_\_\_\_\_  Check made payable to AAOMS enclosed

Credit Card:  American Express  Discover  MasterCard  Visa

Credit Card Number Security Code Expiration Date

Name of Cardholder Cardholder Signature

Credit Card Billing Address City State ZIP

## Coding Certificate Program

Complete the AAOMS Basic Online, Beyond the Basics and OMS Billing Online within 18 months and join the elite group of OMS coding professionals. At the conclusion of this series, participants can claim expertise in OMS coding and billing having successfully completed an unrivaled, specialty-specific certificate of completion program.



## Allied Staff Membership



All allied staff of AAOMS members practicing in the United States are eligible for AAOMS allied staff membership.

Benefits include discounted educational offerings, access to AAOMS resources, Career Line and newsletters.

For information on becoming an AAOMS allied staff member, visit [AAOMS.org/AlliedStaff](http://AAOMS.org/AlliedStaff).

## AAOMS Allied Staff Member Registration

To register online or receive the allied staff member discounted rate, an active allied staff member application must be on file. If interested in receiving the allied staff member rate, please wait to register until your membership has been approved. For questions related to your membership status, please call the AAOMS Membership Department at 800-822-6637.

## Other Dental Professionals

When sponsored by an AAOMS member, dental professionals can register for our exclusive and convenient online coding courses! A separate registration form is needed. Contact [coding@aaoms.org](mailto:coding@aaoms.org) for more information.

Visit [AAOMS.org/CodingBilling](http://AAOMS.org/CodingBilling) to see CE on Demand courses.

OMS Residents can enjoy complimentary registration for Basic Coding for OMS and ICD-10-CM for OMS.

Mail to: American Association of Oral and Maxillofacial Surgeons  
Attn: Registration  
9700 W. Bryn Mawr Ave.  
Rosemont, IL 60018-5701

OR Fax to: 847-678-6279

# Registration Form 2020 AAOMS Coding and Billing Courses



In-person coding courses are open only to AAOMS members, their staff and AAOMS allied staff member dental professionals. Registration also is available at [AAOMS.org/CodingBilling](http://AAOMS.org/CodingBilling).

## Please Note

- Allied staff member pricing is available only to AAOMS fellows and members' staff who have applied and been approved for AAOMS membership. Registration rates are based on the registrant's membership status. Memberships are individual.
- Registration fees for the online and in-person courses are per person.** Online courses cannot be taken as a group. A registration form must be submitted for each person taking the course. Usernames and passwords for the online courses may not be shared.
- If sponsoring another dental professional who is not an AAOMS member, please download and submit a separate registration form. Contact [coding@aaoms.org](mailto:coding@aaoms.org) for more information.
- Please allow 10 business days for confirmation of your online course registration. Your user ID and password will be emailed to you. Once this is received, you will have 60 days to complete the online course.
- Please allow 1 – 2 weeks for an email confirmation of your in-person course registration.
- Badges and registration materials for in-person courses will be sent about two weeks prior to the course date. If you register less than two weeks before the course, you will need to pick up your badge and registration materials onsite.

\* If you are employed by an AAOMS member and have not joined the AAOMS allied staff membership, you must select the "Non-member Staff of an AAOMS member" pricing.

## In-person Courses

### Beyond the Basics Coding Workshop – Two Days of OMS Coding

Completion of the Basic Coding for OMS and the ICD-10-CM for OMS course is recommended prior to taking Beyond the Basics Coding Workshop.

May 2 – 3, 2020  
Rosemont, Ill.

**Note:** This course also will be offered Oct. 7 and 8, 2020, during the AAOMS Annual Meeting in San Antonio, Texas. Attendees must register for the AAOMS Annual Meeting to attend the October workshop. Pricing information and registration will be available in March at [AAOMS.org/SanAntonio](http://AAOMS.org/SanAntonio).

|                                      |             |
|--------------------------------------|-------------|
| AAOMS Fellow/Member ID# _____        | \$650 _____ |
| AAOMS Allied Staff Member ID# _____  | \$650 _____ |
| AAOMS Resident ID# _____             | \$175 _____ |
| Non-member Staff of an AAOMS Member* | \$725 _____ |

## Online Courses

Please provide email address: \_\_\_\_\_

Important Note: You must provide a separate unique email address for each registrant. Multiple people cannot register using the same email address.

### Medicare 101 for OMS

|                                      |             |
|--------------------------------------|-------------|
| AAOMS Fellow/Member ID# _____        | \$175 _____ |
| AAOMS Allied Staff Member ID# _____  | \$175 _____ |
| AAOMS Resident ID# _____             | \$50 _____  |
| Non-member Staff of an AAOMS Member* | \$250 _____ |

### OMS Billing

|                                      |             |
|--------------------------------------|-------------|
| AAOMS Fellow/Member ID# _____        | \$175 _____ |
| AAOMS Allied Staff Member ID# _____  | \$175 _____ |
| AAOMS Resident ID# _____             | \$50 _____  |
| Non-member Staff of an AAOMS Member* | \$250 _____ |

### Medical Terminology and Oral Facial Anatomy 101

|                                      |             |
|--------------------------------------|-------------|
| AAOMS Fellow/Member ID# _____        | \$175 _____ |
| AAOMS Allied Staff Member ID# _____  | \$175 _____ |
| AAOMS Resident ID# _____             | \$50 _____  |
| Non-member Staff of an AAOMS Member* | \$250 _____ |

### ICD-10-CM for OMS

Completion of Medical Terminology and Oral Facial Anatomy 101 is recommended prior to registering for this ICD-10-CM course.

|                                      |             |
|--------------------------------------|-------------|
| AAOMS Fellow/Member ID# _____        | \$175 _____ |
| AAOMS Allied Staff Member ID# _____  | \$175 _____ |
| AAOMS Resident ID# _____             | \$0 _____   |
| Non-member Staff of an AAOMS Member* | \$250 _____ |

### Basic Coding for OMS

|                                      |             |
|--------------------------------------|-------------|
| AAOMS Fellow/Member ID# _____        | \$300 _____ |
| AAOMS Allied Staff Member ID# _____  | \$300 _____ |
| AAOMS Resident ID# _____             | \$0 _____   |
| Non-member Staff of an AAOMS Member* | \$375 _____ |



There is an audio component to online courses; a computer with speakers is needed.

**Instructor Dawn Jackson, DrPH, RHIA, CCS-P, FAHIMA**, is a professor and program director for the undergraduate Health Services Administration Program at Eastern Kentucky University in Richmond, Ky.

She holds a bachelor's degree in Health Information Management, a master's degree in Allied Health Education and a doctoral degree in Health Services Management, and most recently attained fellowship status with the American Health Information Management Association (AHIMA). Dr. Jackson's areas of expertise include healthcare reimbursement systems, coding and billing processes, medical law and healthcare management. She is a certified coding specialist and has been presenting coding courses for AAOMS for nearly 22 years.

Disclosure: The speaker has nothing to disclose.

## In-person Workshop Materials

The coding and billing syllabi closely follow the instructors' oral presentations and serve as handy references for the OMS practice and future training of new staff members. Audiovisual materials also reinforce the oral and written information. The custom coding workbook includes cases of various surgical coding problems faced by oral and maxillofacial surgeons and provides an opportunity to review the principles learned in the instructional portion of the course.

Please note: The coding workshops are hands-on workshops – be sure to bring your coding books, including current copies of ICD-10-CM, CPT, HCPCS Level II and CDT with you to the Beyond the Basics Coding Workshop. Current ICD-10-CM, CPT, HCPCS Level II and CDT coding manuals are required for all online coding courses, except the ICD-10-CM course for which only the ICD-10-CM coding manual is required. AAOMS does not provide coding manuals.

## Online Course Evaluations

AAOMS has instituted a new electronic course evaluation process. To obtain continuing education credits for these sessions, you must complete an online evaluation. Through the new online system, you can evaluate sessions and speakers, earn continuing education credits and instantly print your transcript. Additional information is provided inside your course packets.

## In-person Workshop Hours

Check-in time for each day is from 7:30 to 8 a.m. Workshop hours are 8 a.m. to 4 p.m. Meeting rooms are often cooler than normal – please dress accordingly.

## Housing Arrangements

Once open, housing arrangements for coding workshops held in conjunction with the AAOMS Annual Meeting can be completed online at [AAOMS.org/AMhousing](http://AAOMS.org/AMhousing) according to the directions in the Annual Meeting Advance Program or at [AAOMS.org](http://AAOMS.org).

For all other AAOMS coding courses, blocks of rooms have been reserved by AAOMS at the host hotels. Telephone numbers for these hotels are listed in this brochure. Registrants must make housing reservations directly with the hotel and specify they are with the AAOMS coding workshops to receive the special room rate. Unless otherwise noted, overnight and/or day parking at host hotels is not included and/or validated in the room rate.

**Note:** Reservations for hotel and travel should not be made until after you have received an email registration confirmation from AAOMS.

If you will be charging your hotel expenses to a credit card other than your personal card (i.e., your practice credit card) and that cardholder will not be present at check-in, you must contact the hotel at least two weeks prior to your scheduled check-in date to arrange billing authorization.

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## Other Dental Professionals

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