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

## Medical Terminology and Oral Facial Anatomy 101 Online

### Course Overview

Through the study of medical terminology, you will be introduced to the language of medicine. Basic word elements – as well as the rules of building and analyzing medical terms – will be explained. The online course emphasizes spelling, definition, usage and pronunciation. In addition, you will gain an understanding of the anatomical structures of the oral cavity, face and skull, along with common oral and maxillofacial diagnoses and treatments.

This course is designed for AAOMS fellows and members and their:

- Anesthesia and surgical assistants.
- Practice managers, coders and billers.
- Administrative staff, working with patients and/or vendors who would benefit from being well-versed in oral and maxillofacial surgery terminology to better represent the practice.

### Learning Objectives

After completing this course, the participant will be able to:

- Identify the root, combining forms, prefixes and suffixes of medical terms.
- Use roots, combining forms, prefixes and suffixes to analyze and determine the meaning of medical terms.
- Recognize, spell and pronounce medical terms accurately to assure effective communication.
- Identify the key anatomical structures of the oral cavity, face and skull.
- Apply correct medical terms to the anatomy of the body, with an emphasis on oral and maxillofacial structures.
- Describe common oral and maxillofacial conditions and their associated treatments.

### Medical Terminology and Oral Facial Anatomy 101 Topics

#### Unit 1: Introduction to Word Structure
- The Language of Medicine
- Learning Methods
- Word Components
- Medical Word Analysis

#### Unit 2: Combining Forms and Suffixes
- Suffixes Meaning "Pertain to"
- Suffixes Meaning "Condition or Process"
- Illustrative Overview of the Human Body
- Combining Forms Relating to Anatomical Sites
- Suffixes Relating to the Study of Specialties
- Combining Forms Relating to Specialties
- Plural Endings

#### Unit 3: Common Prefixes
- Directional Prefixes
- Miscellaneous Prefixes

#### Unit 4: Diagnosis and Treatment Terms
- Suffixes Relating to Treatment
- Miscellaneous Combining Forms
- Suffixes Relating to Diseases and Conditions

#### Unit 5: Oral and Maxillofacial Terms
- Illustrative Overview of the Cranial Cavity
- Combining Forms Relating to Orofacial Areas
- Alphabetic Index to Word Components

#### Unit 6: Oral Facial Anatomy

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/MAFGD Credit
5/1/14 – 6/30/18
Provider BV 234/90

The American Association of Oral and Maxillofacial Surgeons is accredited by the Accreditation Council for Continuing Medical Education 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)™. 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.
General Information

In-person Workshop Materials
The coding and billing syllabi closely follow the instructors’ oral presentations and serve as handy references for the office 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 and CDT with you to the Beyond the Basics Coding Workshop. Coding manuals are often cooler than normal – please dress accordingly.

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 am to 8:00 am. Workshop hours are 8:00 am to 4:00 pm. Meeting rooms are often cooler than normal — please dress accordingly.

Housing Arrangements
Housing arrangements can be made for coding workshops held in conjunction with the AAOMS Annual Meeting according to the directions in the Annual Meeting Advance Program or at 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 that 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 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.

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. Please do not make hotel or travel reservations until you have received registration confirmation from AAOMS.

Online Registration
Online registration is only open to AAOMS fellows and members, their staff and AAOMS allied staff members.

AAOMS Allied Staff Member Registration
An allied staff member application must be on file at AAOMS in order to register online or receive the allied staff member rate. If interested in receiving the allied staff member rate, please wait to register until your member application has been approved. For questions related to your membership status, please call the AAOMS Membership Department at 800/822-6637.

For information on becoming an AAOMS allied staff member, visit AAOMS.org/AlliedStaff.

If you have questions or concerns, please contact AAOMS coding staff at 800/822-6637 or email coding@aaoms.org.