



Course Overview

Through the study of medical terminology, participants 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, participants 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 who work with patients and/or vendors and would benefit from being well-versed in oral and maxillofacial surgery terminology as they represent the practice

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
 5/1/18-6/30/22
 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)™. 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

At the conclusion of this presentation, participants should be able to:

1. Identify the root, combining forms, prefixes and suffixes of medical terms.
2. Use roots, combining forms, prefixes and suffixes to analyze and determine the meaning of medical terms.
3. Recognize, spell and pronounce medical terms accurately to assure effective communication.
4. Identify the key anatomical structures of the oral cavity, face and skull.
5. Apply correct medical terms to the anatomy of the body, with an emphasis on oral and maxillofacial structures.
6. 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 "Pertaining 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

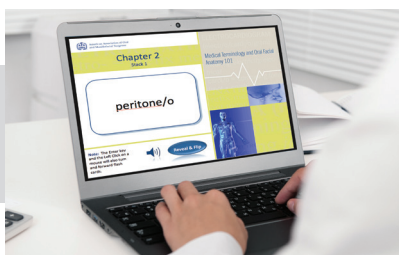
Unit 4: Diagnosis and Treatment Terms

- 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



This fast-paced course explains basic OMS anatomy, physiology and terminology.



Registration Form 2019 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.

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.

Registrant First Name	Middle Initial	Last Name	Degree(s)	
AAOMS Allied Staff Member ID Number (if applicable)			Nickname	
AAOMS Member Name		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.

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.

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.

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 AAOMS coding staff at 800-822-6637 or email coding@aaoms.org for more information.

Visit 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 2019 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.

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. If you have questions, contact AAOMS coding staff at 800-822-6637 or email coding@aaoms.org.
- 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 one month prior to the course date. If you register less than one month 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.

Select location:

- May 4 – 5, 2019
Rosemont, Ill.
- Sept. 18 – 19, 2019
Boston, Mass.

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 this online course; a computer with speakers is needed.



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



Current ICD-10-CM, CPT 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 them.

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 20 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 and CDT with you to the Beyond the Basics Coding Workshop. Coding manuals also are required for participation in the online Basic and ICD-10-CM coding courses. The Basic course requires, CPT, CDT and ICD-10-CM coding manuals. The ICD-10-CM course requires only the ICD-10-CM coding manual.

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 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 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.

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 re-registration 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.

Other Dental Professionals

The in-person Beyond the Basics Coding Workshop is limited to AAOMS members and their staff. However, when sponsored by an AAOMS member, dental professionals that are not affiliated with AAOMS may now register for any of our exclusive and convenient online coding courses! Contact AAOMS coding staff at 800-822-6637 or email coding@aaoms.org for more information.

AAOMS Allied Staff Member Registration

An allied staff member application must be on file at AAOMS in order to 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.

TOP 10 REASONS to visit Coding and Reimbursement Resources on the AAOMS website at AAOMS.org/Practice-Resources

Are you aware of the many coding and reimbursement resources available to AAOMS members and their staff? While the latest in coding and reimbursement is taught via the in-person and online AAOMS Coding and Billing courses, many resources also are available at AAOMS.org/Practice-Resources.

1. AAOMS Coding and Billing Papers

This set of 16 papers provides guidance on coding and billing of various OMS procedures. Topics include anesthesia, pathology, coordination of benefits, coding and billing checklist, and more.

2. Common Coding and Reimbursement FAQs

For instance, how do you code a sinus lift?

3. Access to AAOMS Coding and Reimbursement Staff

Need assistance with an unusual coding or reimbursement situation? Seek guidance from AAOMS coding and reimbursement staff.

4. AAOMS Coding and Billing Course Information

Both the OMS and his/her staff can access a variety of resources.

5. Information on Medicare Enrollment and Opting Out

This information explains provider enrollment options, instructions for opting out, and sample Private Contracts, Advance Beneficiary Notices and more.

6. AAOMS Clinical Condition Statements

This set of papers summarizes the procedures to be followed in the management of patients presenting for care by oral and maxillofacial surgeons. Topics include the Control of Pain and Anxiety, the Management of Impacted Third Molar Teeth, Reconstructive Oral and Maxillofacial Surgery.

7. AAOMS Today Coding Corner Articles

Current and archived issues of the *AAOMS Today* bimonthly newsletter include the recurring "Coding Corner" column.

8. AAOMS Criteria for Orthognathic Surgery

This information summarizes clinical indications for orthognathic surgery.

9. AAOMS Guidelines to the Evaluation of Impairment of the Oral and Maxillofacial Region

These guidelines assist with evaluating measurement of impairment of the oral and maxillofacial region.

10. Coding and Reimbursement Resources on the AAOMS e-Store

Visit the e-store to learn more about and/or purchase The AAOMS Insurance Manual: Comprehensive Billing and Reimbursement Guide for the OMS.

**FREE resources for
AAOMS members!**



Follow AAOMS OMS Professional Staff on Facebook!