



HIMAA Education Services

Course Administration Handbook

2010

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The Health Information Management Association of Australia Ltd (HIMAA) is the national body representing Health Information Managers. HIMAA Education Services is a division of HIMAA and is located at the national office in Sydney.

This Course Administration Handbook is your guide to

- administration of the HIMAA Education Services distance education courses
- policies and procedures that affect your enrolment and study, and
- general information you need to know before enrolling in HIMAA Education Services distance education courses.

The distance education courses offered in 2010 by HIMAA Education Services are

Comprehensive Medical Terminology

Enrolments close 12 March 12 May 12 July 12 September

Introductory ICD-10-AM, ACHI and ACS 7th edition

Enrolments close 12 April 12 July

Introductory ICD-10-AM, ACHI and ACS 5th and 6th edition

Enrolments close 12 March 12 July

Intermediate ICD-10-AM, ACHI and ACS 6th and 7th edition

Enrolments close 12 May 12 August

Intermediate ICD-10-AM, ACHI and ACS 5th edition

Enrolments close 12 May

Advanced ICD-10-AM, ACHI and ACS 5th and 7th edition

Enrolments close 12 July

Advanced ICD-10-AM, ACHI and ACS 6th

Enrolments close 12 April

Every care has been taken in the preparation of this handbook. However HIMAA accepts neither liability nor responsibility for loss, damage or any other consequence resulting from the use of this handbook.

GENERAL ENQUIRIES

For all information regarding courses, prerequisites and enrolments please contact

Cheryl Smith Administration Officer
HIMAA Education Services
phone + 61 2 9887 5898 (8.00am-4.00pm Mon-Fri)
fax + 61 2 9887 5895
email education@hima.org.au

Postal address

Locked Bag 2045 North Ryde NSW 1670

Street address (for courier purposes)

Level 1 51 Wicks Road North Ryde NSW 2113 Australia

OR

visit our website www.himaa.org.au/education.html

CASEMIX AND THE CLINICAL CODER'S ROLE

Casemix is a general term which describes any system which aggregates information about patients and associated procedures into groups based on the type and mix of the patients treated.

The role of the clinical coder is to correctly identify and translate the narrative descriptions of diseases, injuries and procedures contained in medical records into alphanumeric codes. These codes are used for several purposes including the provision of information for health service planning.

In Australia clinical coders use the coding classification system ICD-10-AM, ACHI and ACS to group inpatient separations into clinically homogeneous groups that are expected to consume similar amounts of resources. These groups are known as AR-DRGs. (**A**ustralian **R**efined **D**iagnosis **R**elated **G**roup).

A hospital's casemix is ascertained from inpatient stay data collected by the clinical coder from the patient record and manually coded into electronic systems. As well as demographic information the data collected on each episode of care includes detailed information on the diagnoses and procedures relevant to the patient during the inpatient treatment.

Each AR-DRG is allocated a cost weight which includes inputs for clinician attendance, pharmacy, radiology, allied health and other hospital costs and an average length of stay. The outputs of each hospital are then used in conjunction with fixed components such as clinical education and research grants and adjusted for population changes to calculate the level of funding.

ICD-10-AM,ACHI and ACS

The International Classification of Diseases (ICD) is published by the World Health Organisation (WHO) for worldwide use in translating the narrative descriptions of diseases, injuries and procedures contained in medical records into alphanumeric codes. In Australia the classification system is ICD-10-AM, ACHI and ACS (International Classification of Diseases 10th revision Australian Modification Australian Classification of Health Interventions and Australian Coding Standards).

The National Centre for Classification in Health (NCCH) is the Australian body which prepares, updates and publishes new editions of the 5 coding volumes in book and electronic format (*eBook*).

STUDYING BY DISTANCE EDUCATION

HIMAA distance education courses have been developed by HIMAA Education Services with the assistance of federal government grants in response to a national workforce study in 1995. All course materials, clinical coding textbook, course assessments and examinations are regularly updated to meet current industry requirements and the changing needs of clinical coder education.

HIMAA has over thirteen years' experience in delivering distance education and our Education Officers remain in close contact with you throughout your course. Distance learning is not necessarily more difficult than studying in a classroom but it is different and requires self-discipline. At the same time it is certainly convenient as you can choose when and where you wish to study.

The overall key to success in completing your course can be built around establishing short and long-term goals.

Your goals can be achieved by

- selecting a realistic timetable for the completion of your course
- planning your study time
- meeting the course objectives
- reviewing and assessing all course and textbook material
- completing all assessment material
- preparing for your examination

The key component to successfully completing your studies is **time management**. Here are a few suggestions to help you plan your study timetable.

Be committed

Aim to build your study plan around fixed time commitments. You need to juggle study, work, family and social commitments. Study should be fitted in around the important things in your life, not push them out.

Be realistic

Create a realistic study timetable. You may need to give up or reduce some activities which you currently do to make time for study. However, remember that most people

need a break from study and find it easier to stick to a schedule if they allow time for sport, leisure and recreation.

Study regularly

Studying is easier if you spread your work out rather than cramming. Cramming is not an effective means of study. Also try not to procrastinate. It is human nature to put off until tomorrow what could be done today. Give yourself a reward for studying to make it more attractive.

Enhance your concentration span

Most people find it difficult to concentrate for extended periods of time. If you must study for any length of time be sure to take a break every hour.

Develop a study timetable

Find out the time of day that suits you for studying. Some people are most alert in the morning, some in the afternoon and others late at night. Use a weekly study schedule to keep you on track.

Set realistic goals

Before you commence a study period decide what you want to accomplish. It may be to summarise a chapter or complete an exercise or assessment. However, do not be disheartened if you do not achieve your goal – maybe you were too ambitious. Try to be realistic about how much you can get through in a time period.

Establish good study habits

Get into the habit of beginning work as soon as you sit down at your desk or table. Be aware of sources of wasted time.

Review your work

After each study period review the work that you have done and if necessary modify your study plan. At the end of each week plan your study time for the following week.

ACCESS AND EQUITY

HIMAA distance education courses are designed for individuals from all social backgrounds. Our access and equity policy is reflected in our course selection procedures and assessment practices. These practices ensure equality of opportunity regardless of age, gender, social or educational background.

HIMAA's administration policies and procedures, course design and delivery observe the principles of equal opportunity by avoiding both direct and indirect discrimination against any potential student. Our courses are offered to both men and women from different nationalities and religions.

HIMAA provides a learning environment that is free from discrimination and harassment and ensures that students are treated with respect and in a fair and considerate manner while studying with us.

Students are also required to behave in an appropriate manner when communicating with HIMAA staff.

EDUCATION OFFICERS

HIMAA Education Services regularly assesses Education Officers to ensure that their knowledge and skills are current and at industry standard. Education Officers are also encouraged to work within the industry and to sit on committees involved in the direction of health information and clinical coding. HIMAA Education Officers are also involved in editing medical terminology textbooks, medical dictionaries and implementing changes to clinical coding conventions and practices.

HIMAA Education Services allocates an Education Officer to a group of students based on number of enrolments per intake and timetables selected by students. The role of the HIMAA Education Officer is to lead you through the course and provide advice and guidance on all theory and practical elements. The Education Officer is trained to provide targeted instruction to you according to your needs.

Education Officers work together to maintain a high standard of training, assessment and feedback which ensures consistency of assessment methods and information given to students.

COURSE OVERVIEW

COMPREHENSIVE MEDICAL TERMINOLOGY

Medical terminology is the language used to communicate facts and ideas specific to medicine and health care. These words and symbols relate to body systems, anatomical structures, medical diagnoses and procedures. This course is the prerequisite for Introductory ICD-10-AM, ACHI and ACS.

After successfully completing this course you will have the comprehensive knowledge of medical terminology; body systems, basic pharmacology and basic medical science to commence the Introductory ICD-10-AM, ACHI and ACS.

The course consists of sixteen units and sixteen assessments and the course workbook is structured to assist you to work through the study material in a systematic way.

PREREQUISITE

There is no prerequisite for this course.

INTRODUCTORY ICD-10-AM, ACHI and ACS

This course has been designed for students who have no prior coding knowledge or who have limited coding experience and begins with the basics of disease and procedure classification and coding from medical record information.

After successfully completing this course students will have the skills and concepts to code from medical records generated by an episode of care such as day surgery, planned surgery or simple medical problems.

The course consists of fifteen modules and fourteen assessments and is structured to assist you to progress through the concepts of coding, to follow the correct coding

pathways and to apply the Australian Coding Standards. A self-assessment module is distributed at the end of the course for revision prior to sitting the final examination.

PREREQUISITE

Successful completion of the **HIMAA Comprehensive Medical Terminology course** or a pass in the **HIMAA Challenge Examination in Medical Terminology** within twelve months of the proposed intake date.

INTERMEDIATE ICD-10-AM, ACHI and ACS

Intermediate ICD-10-AM, ACHI and ACS will be of value to those coders who have already completed an ICD-10-AM, ACHI and ACS course and want to learn more. It will also be valuable for those coders who have not had the opportunity to code a varied casemix in their current job.

It is assumed that students already have an understanding of clinical coding, experience in coding from medical record information and some knowledge of and experience with using ICD-10-AM and ACHI. It is not an introduction to clinical coding or a basic introduction to ICD-10-AM, ACHI and ACS. This type of training is available in the Introductory ICD-10-AM, ACHI and ACS clinical coding course.

The course consists of eight modules and three assessments distributed throughout the modules.

PREREQUISITE

Successful completion of **HIMAA Introductory ICD-10-AM, ACHI and ACS** or a pass in the **HIMAA Challenge Examination for Intermediate ICD-10-AM, ACHI and ACS** within fifteen months of the proposed intake date.

ADVANCED ICD-10-AM, ACHI and ACS

Advanced ICD-10-AM, ACHI and ACS will be of value to coders who already have significant experience in clinical coding and who wish to gain exposure to a broad casemix at an advanced level.

The course will further educate experienced clinical coders to better understand coding conventions, standards and practices in an extensive casemix and will develop the skills and knowledge required to code highly complex medical records.

The coding and clinical sciences information on conditions and procedures in the course materials will assist the student in accurate code extraction which will lead to correct DRG allocation. The course materials will provide students with an ongoing central reference and educational tool.

The course consists of twenty modules and six assessments distributed throughout the modules.

PREREQUISITE

A pass in the **HIMAA Pretest for Advanced ICD-10-AM, ACHI and ACS**.

HIMAA clinical coding distance education courses offer as much practical experience as possible. However additional training in the workplace will be required to give

students the skills to confidently abstract information from a variety of medical records and to understand the employer organisation's policies and procedures.

PREREQUISITE OVERVIEW

CHALLENGE EXAMINATION IN MEDICAL TERMINOLOGY

Suitable candidates for this examination will have a current **comprehensive** medical terminology background. For example: registered nurses, overseas medical practitioners and graduates of medical science degrees.

A sample examination paper with answers and further information are available from the Administration Officer Education Services or on our website.

CHALLENGE EXAMINATION FOR INTERMEDIATE ICD-10-AM, ACHI and ACS

Suitable candidates for this examination will have a minimum of twelve months' clinical coding experience in a hospital with medical records generated by an episode of care such as day surgery, planned surgery or simple medical problems.

Application forms and further information are available from the Administration Officer Education Services or on our website.

PRETEST FOR ADVANCED ICD-10-AM, ACHI and ACS

Suitable candidates for the pretest will have passed the Intermediate ICD-10-AM ACHI and ACS clinical coding course with a minimum of twelve months' additional coding experience with a broad casemix in an Australian or New Zealand hospital.

or

have a minimum of four years' ICD-10-AM, ACHI and ACS clinical coding experience in a hospital environment with a varied casemix in an Australian or New Zealand hospital.

Application forms and further information are available from the Administration Officer Education Services or on our website.

TIMETABLE FOR SUBMISSION OF ASSESSMENTS

You are required to select a timetable of study within the intake and tick the appropriate box on the enrolment form. Your selection should be based on your available study time, assessment submission requirements and the examination dates scheduled by HIMAA Education Services.

The course workbook and assessment content are the same for each timetable. Timetable 1 is the minimum time allowed to complete the course. Your selected timetable will be confirmed in your enrolment confirmation letter.

ENROLMENT PROCESS

To enrol you are required to submit the relevant enrolment form, the student agreement and the course fees to the Administration Officer Education Services.

Upon receipt of your enrolment application Education Services staff will ensure that you have

1. met any prerequisites required for the course
2. selected the correct course for your needs
3. completed all relevant information on the enrolment form and ticked required boxes
4. signed the student agreement
5. selected the correct course fees
6. enclosed payment or requested a tax invoice

When the above requirements are met your enrolment will be processed and a confirmation letter mailed to you.

HIMAA Education Services reserves the right to decline a request to enrol in a course if your prior knowledge, skill or experience do not meet the prerequisite for the chosen course. HIMAA will counsel you regarding appropriate training or experience before exercising this right.

CHANGE OF PERSONAL DETAILS

After your enrolment is confirmed and you change **any** of your personal details, for example home or work address, surname, telephone number or email address please notify Education Services in writing as soon as possible. You may email, fax or mail the Administration Officer HIMAA Education Services with this information. It is very important that we have up-to-date and accurate personal information to ensure delivery of your course materials and other correspondence.

COURSE MATERIALS

Only basic computer skills are required for completion of HIMAA courses as all coursework and assessments are distributed in printed format approximately 2 weeks after enrolments close.

If you wish to submit your assessments by email you must tick the *email assessment* box on your enrolment form to receive the assessments on CD with your course materials. Further information about email submission of your assessments is on page 10 of this handbook.

The course materials will be packed in a large reinforced envelope. If you have nominated your home address for receipt of materials Australia Post should leave a card in the mailbox to notify you to collect the parcel from your local post office.

If you do not receive your course materials within three weeks of the course intake closing date please email education@hima.org.au or phone + 61 2 9887 5898 between 8.00am and 4.00pm.

Note

If you have special delivery needs or delivery from Sydney to your address takes longer than two weeks please notify the Administration Officer Education Services when submitting your enrolment form.

Copyright

The course materials are your property and you can continue to use them for reference after you have completed the course. If you wish to use the materials for some purpose other than your own studies you must write to the Administration Officer HIMAA Education Services for approval as the material is subject to copyright restrictions. These restrictions mean that you are not allowed to make copies of the material by any means or distribute them without permission from HIMAA.

ASSESSMENTS

Assessments determine whether you are competent and have the specific skills and knowledge to be a clinical coder. **It is essential that assessments represent your own work.** Third party assistance, whether from a manager or a colleague, is not required when completing the coursework or assessments.

Assessments are based on written practical application of the material studied and do not include essay-type questions.

Assessments in the Comprehensive Medical Terminology and Introductory ICD-10-AM, ACHI and ACS are submitted after each unit/module of coursework. In Intermediate ICD-10-AM, ACHI and ACS and the Advanced ICD-10-AM, ACHI and ACS HIMAA has nominated intervals for submitting assessments on several modules of coursework.

Unit sixteen for Comprehensive Medical Terminology is an oral assessment. Several methods of submitting this assessment will be given in the relevant unit in the course workbook.

Note

Use of the 3M Codefinder is **not permitted** for completion of assessments and examinations conducted by HIMAA.

Assessment submission

Assessments may be submitted by mail, fax or email. To assist with administration we request that you do not mix your methods of submitting your assessments.

Submitting assessments by email

If you wish to submit your assessments by email you are required to tick the appropriate box on the enrolment form. A CD formatted with the answer boxes will then be included with your course materials.

To submit your assessments by email you will need to be familiar with using a CD, transferring files from CD to your personal computer for completing the assessment and copying your completed assessment before sending it as an email attachment to your Education Officer.

Assessments will be Microsoft Office Word 2003 and whether you use a PC or Macintosh it is your responsibility to ensure that your assessment is submitted in a format that can be opened and marked by your Education Officer. If you are unsure of your ability to submit email assessments as required please contact the Administration Officer Education Services for advice.

Assessment marking and feedback

Your Education Officer will return your marked assessment with comments and advice regarding any errors. You are encouraged to contact your Education Officer as soon as possible after receiving your marked assessment to discuss any feedback that needs clarifying.

Comprehensive Medical Terminology assessments receive a mark out of 20.
Clinical coding course assessments receive a mark out of 100.

Assessment appeals procedure

- If you are dissatisfied with the result of an assessment you may appeal against the decision by contacting your Education Officer within seven days of receiving the assessment result.
- The Education Officer will organise a review of the assessment and will advise you of the findings of the review within seven business days of the appeal.
- If the matter is still unresolved the Training Manager will be notified and will provide you with a written statement of outcome within a further seven business days.
- If the appeal is unresolved you will be advised of external organisations that may be able to give you advice.

Final examination (except Advanced ICD-10-AM, ACHI and ACS)

After completing all the assessments included in your course workbook the final assessment is a two hour written examination based on the material you have studied. You are required to apply for this examination and when your application is accepted you will receive a practice examination and answers.

The practice examination paper is in the same format and level of difficulty as the final examination paper for your course. This is your opportunity to *sit* the examination and assess your answers and the time you take. This is a useful tool for your revision for the final examination. After completing the practice examination you may discuss your answers and your examination technique with your Education Officer.

Course pass mark (except Advanced ICD-10-AM, ACHI and ACS)

The pass mark for the course is 80% and is calculated using the average of your assessment marks and the result of your final examination.

Advanced ICD-10-AM, ACHI And ACS

The course pass mark is 80% calculated by averaging the assessment marks.

STUDENT RESPONSIBILITIES

Academic conduct

You must not receive assistance from a third party whether a manager or a colleague when completing the coursework or the assessments.

You must not use another student's assessment or knowledge to complete assessments submitted as your own work. This is cheating which is not tolerated by HIMAA Education Services.

If you submit another person's work as your own, your enrolment will be cancelled immediately without any refund and future enrolments will not be accepted in any courses or workshops conducted by HIMAA Education Services.

If the person assisting you with the assessment is a past or current student and it is proven that the cheating took place with their knowledge then the current student's enrolment will be cancelled. Future enrolments from the assisting student will not be accepted in any courses or workshops conducted by HIMAA Education Services.

Behaviour

When communicating with HIMAA Education Services staff you are required to behave appropriately. Inappropriate behaviour includes but is not limited to oral or written abuse, coarse language, threats or slander.

MONITORING STUDENT PROGRESS

If you have not commenced your course as scheduled you will be contacted by email or mail by your Education Officer. Depending on the reasons for not starting as scheduled, arrangements will be made between you and your Education Officer for you to

- a. begin submitting assessments as scheduled in your current timetable **or**
- b. be transferred to another timetable within the same intake

If you are unable to transfer to another timetable in the same intake you have two options

- 1. defer to the **next** intake for the same course and pay a fee **or**
- 2. cancel your enrolment in the course.

If you do not continue to submit assessments as scheduled you will be contacted by email or mail by your Education Officer. Depending on the reasons for not

continuing as scheduled, arrangements will be made between you and your Education Officer for you to

- a. recommence submitting assessments as scheduled in your current timetable
- or**
- b. be transferred to another timetable within the same intake.

If you are unable to recommence submission of assessments or transfer to another timetable in the same intake you have two options

- 1. extend your course to the next scheduled examination after the intake finishes and pay a fee **or**
- 2. cancel your enrolment in the course.

If you cancel your enrolment within 2 months of the course commencement date you may be eligible for a 50% refund. (Please refer to REFUND POLICY on page 14 of this handbook).

If you are transferred to another timetable you will not be able to return to your previous timetable.

If you do not comply with the arrangements made with HIMAA Education Services a letter will be sent advising you of possible cancellation of your course.

If no response is received to the above letter your enrolment in the course will be cancelled and your file archived. You will be notified in writing when this action is taken.

COURSE COMPLETION

When you successfully complete our courses you will receive a Statement of Results and a Certificate of Achievement which are nationally recognised within the health information profession.

EXAMINATION VENUE AND SUPERVISOR

As a student of an HIMAA distance education course you are not required to attend an examination venue away from where you live. However it is your responsibility to find an appropriate supervisor and venue for your examination and notify us by completing the **Application for Examination** and **Supervisor Nomination** form which are provided with your course materials. You are required to submit these forms by the date specified in your selected timetable.

When HIMAA processes your application for examination and approves your nominated supervisor you will receive a letter confirming your examination date, supervisor and venue. Enclosed with this letter will be a practice final examination paper with answers, in a sealed envelope.

This process usually takes fifteen working days from receipt by HIMAA of your application for examination and supervisor nomination form.

Appropriate supervisors for the examination may include

- a supervisor or manager at your workplace (does not have to be in the health industry)
- teacher
- health information manager or medical record administrator
- person from management level in your organisation
- university lecturer, teacher, medical practitioner, minister of religion, Justice of the Peace
- policeperson

An examination supervisor must not be

- your relative
- a current student in, or a recent graduate of, the course being examined

Examination venue

You will need

- **a quiet room** where you will not be interrupted or disturbed for the time needed to complete the examination
- a desk or large table

The examination room may be located in

- the organisation where you work
- the organisation where your nominated examination supervisor works
- educational, health, church or police premises

The examination room **must not be** located in the

- home of the examination candidate
- home of the examination supervisor

Costs associated with the conduct of the examination

HIMAA will pay the examination supervisor a fee of \$20 per examination hour. Any other costs associated with the conduct of the examination (such as venue charges and travel costs) are your responsibility.

The supervisor will need to submit an invoice to HIMAA for payment of the supervision fee (plus GST where appropriate). HIMAA will give details of the information required for payment of an invoice in the letter forwarded to the supervisor with the examination documents.

REFUND POLICY

If you cancel your enrolment before the course materials have been distributed HIMAA will refund the enrolment fee paid less an administration charge of \$181.00 (includes GST).

If you cancel your enrolment after the course materials have been distributed but within two months of the course commencement date and have submitted no more than two assessments HIMAA will refund 50% of the enrolment fee paid.

Requests for refunds must be in writing to the Administration Officer HIMAA Education Services. All course materials distributed by HIMAA Education Services must be returned before any refund is issued.

Challenge examinations and Pretest for Advanced ICD-10-AM, ACHI and ACS

There is no refund of this fee after your Challenge examination or Pretest application has been processed.

After discussion with you HIMAA reserves the right to cancel your enrolment at any time with or without a refund of fees.

COMPLAINTS POLICY

HIMAA Education Services is committed to providing a learning environment in which customer complaints are responded to in a constructive and timely manner. The timeframes will include acknowledging all genuine complaints within 10 business days of receipt.

The policy and procedures ensure that

- each complaint is recorded in writing
- privacy is maintained
- outcomes are recorded in writing

Complaints procedure

In the event that you have a complaint concerning any matter in relation to your training or Education Services administration or staff you may contact the

Administration Officer Education Services by

phone + 61 2 9887 5898

fax + 61 2 9887 5895

email education@hima.org.au

mail Locked Bag 2045 NORTH RYDE NSW 1670 (Australia)

- Telephone complaints and written complaints (by fax, letter or email) will be noted and forwarded to the Training Manager Education Services or the Compliance Officer for action.
- If no written decision regarding the complaint has been received within 14 business days of registering the complaint you will be advised of external organisations that may be able to advise you.

PRIVACY POLICY

HIMAA collects personal information for the purposes of general administration, identification, communication, state and national reporting, program monitoring and evaluation. We collect, manage, use and disclose personal information strictly in accordance with privacy legislation. Student information will be held securely and disposed of securely as required by law.

When HIMAA is required to report statistical data to state and national regulatory bodies no personal identifiers are included.

You have the right to access your personal information, subject to some exceptions allowed by law. In some instances you may be asked to make your request for personal information in writing. HIMAA reserves the right to charge a fee for supplying copies of qualifications and assessment information.

If an employer pays a student's course fees HIMAA reserves the right, to give general information regarding the student's progress based on their timetable and whether or not the student is meeting assessment requirements, to the employer if they request such information.

HIMAA EDUCATION SERVICES**COURSE FEES 2010**

All course fees are in Australian dollars and include GST for Australian students and postage costs for overseas students. Self-funded students who may have difficulty in paying upfront course fees (whether full or part) should contact the Administration Officer HIMAA Education Services to discuss possible payment arrangements.

COMPREHENSIVE MEDICAL TERMINOLOGY

Australian students		New Zealand students		All other Overseas students	
Full	\$1,228.00	Full	\$1,185.75	Full	\$1,440.00
Member HIMAA/CCSA	\$1,105.20	Not applicable		Member HIMAA/CCSA	\$1,296.00

INTRODUCTORY ICD-10-AM, ACHI AND ACS CLINICAL CODING**HLTCC301A Produce coded clinical data**

Australian students		New Zealand students		All other Overseas students	
Full	\$2,216.00	Full	\$2,064.25	Full	\$2,429.00
Member HIMAA/CCSA	\$1,994.40	Not applicable		Member HIMAA/CCSA	\$2,186.10
2 x part payment	\$1,214.50	Not applicable		Not applicable	
Member HIMAA/CCSA	\$1,093.05	Not applicable		Not applicable	

INTERMEDIATE ICD-10-AM, ACHI AND ACS CLINICAL CODING**HLTCC401A Undertake complex clinical coding**

Australian students		New Zealand students		All other Overseas students	
Full	\$1,695.00	Full	\$1,621.75	Full	\$1,908.00
Member HIMAA/CCSA	\$1,525.50	Not applicable		Member HIMAA/CCSA	\$1,717.20

ADVANCED ICD-10-AM, ACHI AND ACS CLINICAL CODING**HLTCC402A Undertake highly complex clinical coding**

Australian students		New Zealand students		All other Overseas students	
Full	\$2,657.00	Full	\$2,484.50	Full	\$2,923.00
Member HIMAA/CCSA	\$2,391.30	Not applicable		Member HIMAA/CCSA	\$2,630.70
2 x part payment	\$1,435.00	Not applicable		Not applicable	
Member HIMAA/CCSA	\$1,291.50	Not applicable		Not applicable	

CHALLENGE EXAMINATION AND ADVANCED PRETEST

Australian candidates		New Zealand candidates		All other Overseas candidates	
Full	\$175.00	Full	\$199.00	Full	\$234.00
Member HIMAA/CCSA	\$157.50	Not applicable		Member HIMAA/CCSA	\$210.60

TEXTBOOK SUPPLIERS LIST

COMPREHENSIVE MEDICAL TERMINOLOGY

You are advised to order the textbook and dictionary as soon as possible as delivery may take 3 to 4 weeks.

TEXTBOOK

The Language of Medicine, Nicol, J & Walker, S (eds) 2007 Elsevier Australia
(Davi-Ellen Chabner **Australian and New Zealand edition**)

ISBN 10: 0-7295-3776-5 or **ISBN** 13: 978-0-7295-3776-6

MEDICAL DICTIONARY

Mosby's Dictionary of Medicine, Nursing & Health Professions (Australia & New Zealand) 2nd edition **ISBN** 9780-7295-5390-98

The approximate cost for each book is AUD90.00 if purchased through Elsevier www.shop.elsevier.com.au or email customerserviceau@elsevier.com

The textbook and dictionary are also available from

NSW (and all other States)

The Co-op Bookshop www.coop-bookshop.com.au

email bay@coop_bookshop.com.au

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VIC and mail/online order

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fax 1800 830 303 within Australia or 03 9663 7528 international

La Trobe University www.bookshop.latrobe.edu.au

email enquiries@bookshop.latrobe.edu.au

phone 03 9479 1234 fax 03 9470 2011

SA and mail/online order

Unibooks – University of South Australia Adelaide campus (medical bookshop)

phone 08 8223 4366 www.unibooks.com.au fax 08 8223 4876

Ramsay Medical Books 98 Wright Street Adelaide phone 08 8231 2066 or 1800 632 066

fax 08 82312069 www.ramsaybooks.com.au email sales@ramsaybook.com.au

HIMAA students receive a 10% discount

QLD and mail order

ALLMEDIC Book supplies – Level 1/56 Old Cleveland Road Stones Corner

PO Box 480 Stones Corner Q 4120 phone 07 3394 4949 fax 07 3397 1815

Email karen@allmedic.com.au

HIMAA students receive a discount

NEW ZEALAND

Medical Books (New Zealand) Limited

Auckland 8 Park Avenue, Grafton phone 09 373 3772 free call 0800 463 325

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