Medical Billing Course

80 Hours

Course Description

The online medical billing course provides the most up-to-date information relating to the health insurance industry and different reimbursement methodologies for correct claim submission. Successful completion will prepare the student to sit for the CPB exam and work in a medical billing department at a physician's office, clinic, facility, other healthcare entity, or as a claims examiner for insurance carriers.

Prerequisites

It's important you know anatomy and medical terminology to be a successful coder. We recommend taking either of these courses from our partners at ed2go to be successful in this course.

- Human Anatomy and Physiology (Self-Paced Tutorial)
- Medical Terminology: A Word Association Approach (Self-Paced Tutorial)

What You Will Learn

- Review an introduction to healthcare from a medical billing perspective.
- List a variety of health insurance models and how they affect medical entities.
- Understand the legal regulatory considerations involved in health care reimbursement and collections.
- Explain the process of a physician-based insurance claim including obtaining patient data, claim form completion, insurance carrier processing and payment received.
- Demonstrate the ability to use the three major coding manuals, CPT®, ICD-10-CM, and HCPCS Level II, and apply medical necessity standards.
- Explain the follow up process for A/R in a physician's office, including the top denials by insurance carrier along with their appeals process.

Internet Connection

- Broadband or High-Speed – DSL, Cable, and Wireless Connections
- Dial-Up internet connections will result in a diminished online experience. Classroom pages may load slowly and viewing large audio and video files may not be possible.

Hardware Requirements

- This course can be taken on either a PC or Mac.
- Processor: 2GHz Processor or Higher
- Memory: 1 GB RAM Minimum Recommended
- Webcams are strongly recommended.

PC Software Requirements

- Operating Systems: Windows 7 or higher
- Microsoft Office 2013 or higher. Also, you could use a general Word Processing application to save and open Microsoft Office formats (.doc, .docx, .xls, .xlsx, .ppt, .pptx)
- Internet Browsers: Google Chrome is highly recommended

- Cookies MUST be enabled
- Pop-ups MUST be allowed (Pop-up Blocker disabled)
- The Kindle Reader App or VitalSource Bookshelf App are needed for many of our courses (No special equipment needed. This can be downloaded for FREE onto your computer.)
- PowerPoint Viewer (if you do not have PowerPoint)
- Adobe PDF Reader
- QuickTime, Windows Media Player &/or Real Player

MAC Software Requirements

- Operating Systems: Mac OS x 10 or higher with Windows
- Mac office programs or a Word Processing application to save and open Microsoft Office formats (.doc, .docx, .xls, .xlsx, .ppt, .pptx)
- Internet Browsers: Google Chrome is highly recommended
- Cookies MUST be enabled
- Pop-ups MUST be allowed (Pop-up Blocker disabled)
- The Amazon Kindle Reader App or VitalSource Bookshelf App are needed for many of our courses (No special equipment needed. This can be downloaded for FREE onto your computer.)
- PowerPoint Viewer (if you do not have PowerPoint)
- Adobe PDF Reader
- Apple QuickTime Media Player

Other

- Email capabilities and access to a personal email account.

Course Outline

MODULE	TOPICS COVERED	
1: Basics of Insurance Billing and Compliance	• Insurance Billing Specialist • Insurance Claims, Coding, & Billing Background • Medical Etiquette • Medical Ethics • Health Insurance Portability and Accountability Act (HIPAA)	• Fraud and Abuse Laws • Compliance Programs • Health Care Reform • Insurance Policies • Types of Coverage
2: Medical Documentation and Coding	• Insurance Billing Specialist • Insurance Claims, Coding, & Billing Background • Medical Etiquette • Medical Ethics • Health Insurance Portability and Accountability Act (HIPAA)	• Fraud and Abuse Laws • Compliance Programs • Health Care Reform • Insurance Policies • Types of Coverage
3: Paper and Electronic Claims	• Insurance Billing Specialist • Insurance Claims, Coding, & Billing Background • Medical Etiquette • Medical Ethics • Health Insurance Portability and Accountability Act (HIPAA)	• Fraud and Abuse Laws • Compliance Programs • Health Care Reform • Insurance Policies • Types of Coverage
4: Fee & Insurance Collection	• Insurance Billing Specialist • Insurance Claims, Coding, & Billing Background • Medical Etiquette • Medical Ethics • Health Insurance Portability and Accountability Act (HIPAA)	• Fraud and Abuse Laws • Compliance Programs • Health Care Reform • Insurance Policies • Types of Coverage
5: Health Care Payers, Part 1	• Insurance Billing Specialist • Insurance Claims, Coding, & Billing Background • Medical Etiquette • Medical Ethics • Health Insurance Portability and Accountability Act (HIPAA)	• Fraud and Abuse Laws • Compliance Programs • Health Care Reform • Insurance Policies • Types of Coverage

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6: Health Care Payers, Part 2	• Insurance Billing Specialist • Insurance Claims, Coding, & Billing Background • Medical Etiquette • Medical Ethics • Health Insurance Portability and Accountability Act (HIPAA)	• Fraud and Abuse Laws • Compliance Programs • Health Care Reform • Insurance Policies • Types of Coverage
7: Inpatient & Outpatient Billing	• Insurance Billing Specialist • Insurance Claims, Coding, & Billing Background • Medical Etiquette • Medical Ethics • Health Insurance Portability and Accountability Act (HIPAA)	• Fraud and Abuse Laws • Compliance Programs • Health Care Reform • Insurance Policies • Types of Coverage