Complete Medical Billing Training Program Syllabus

Prerequisites: Knowledge of medical terminology and anatomy (or Enroll in our courses) recommended.

First 12 weeks students must complete the CPB Online Course

ONLINE Course Clock Hours: 80 (Note: 80 clock hours accounts only for time spent in the online course and does not include time spent outside the course or study time. Study time will vary widely per individual.)

ONLINE Course Length: To be completed in 12 weeks. Enrollment date begins at date of purchase.

Class Hours: Days/Times Per Week: Online course, independent self-study, no classroom meetings; student may login to course at their own time schedule, no specific login times.

Certificate of Completion Issued: Yes

CEUs: 40 CEUs upon completion (AAPC certified prior to enrollment; some certifications excluded – see AAPC website for more details.)

ONLINE Course Description: This course introduces the student to health insurance and reimbursement. In this course, the student will become familiar with the health insurance industry, legal and regulatory issues, and differences in reimbursement methodologies. The student will learn principles of medical billing related to proper claim form preparation, submission, and payment processing, and the follow up process. This course is recommended for anyone who is preparing for a career in a medical billing department at a physician's office, clinic, or similar positions. This course is strongly recommended for anyone who is preparing for AAPC's CPB™ certification exam.

ONLINE Course Objectives:

• 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.

ONLINE Course Content:

• Introduction to Healthcare

• Health Insurance Models

• Patient Registration Process/Data Capture

• Introduction to ICD-10-CM Coding

• Introduction to CPT® Coding

• Introduction to HCPCS Level II Coding

• Medical Necessity

• Claim Forms (CMS-1500 and UB-04)

• Billing

• A/R and Collection Concepts

• Government Carriers (Medicare, Medicaid, and TRICARE)

• Blue Cross/Blue Shield

• Commercial Insurance Carriers

• Workers' Compensation

• Final Exam

Methods of Evaluation:

The instructional methods used include reading assignments, practice exercises, practical applications, interactive video/audio lectures, chapter review tests, and final exam. To receive a certificate of completion, students must successfully complete the course within the allotted time frame of 4 months or less.

Successful course completion includes:

• An attempt of all required quizzes and practical application assignments

• A passing score of 70% or higher on all chapter review exams

• A passing score of 70% or higher on final exam

• An overall final course score of 70% or higher

No reduced hours in the course or tuition discount for previous education or training will be granted.

Included Reading Material:

1. Medical Billing Training: CPB™ 2022- eBook AAPC; AAPC publisher

Required Textbooks Included with Package Bundle.

1. CPT® Professional Edition code book (2022 year), AMA publisher

2. ICD-10-CM code book (2022 year), any publisher

3. HCPCS Level II Professional code book (2022 year), any publisher

Recommended Textbooks/Supplies (Not Included):

1. Medical dictionary, any publisher

Computer Requirements: High-speed internet connection with Blackboard supported Operating System & Web browser; Adobe Acrobat Reader. For best experience, use of a mobile device is not recommended.

Upon completion of CPB online course students will begin the Work Experience Training Program in person at R&R Business Solutions Inc. During the next 16 weeks of real-world experience students will work along side a medical billing specialist.

Billing Training Outline- Hands-on training 16 weeks

Week 1-2

EHR Introduction and training.
Introduction to insurances and billing workflow.
Introduction to coding, Payer guidelines and auditing claims.
Charge posting
Billing Office Administration

Week 3-4

Review the Revenue Cycle, Submitting clean claim batches to the clearinghouse.
In depth claims coding training, use of coding software.
Learn how to download and upload electronic remittances.
Manual Explanation of benefits posting and ERA reconciliation.
Patient Statement Printing

Week 5-6

Charge posting/Coding/Submitting of claim batches.
Bulk Capitation Adjustment
Manual Explanation of benefits posting and ERA reconciliation

Week 7-8

Error Reports-Learn how to read clearinghouse rejection reports
Charge posting/Coding review/Auditing claims
Manual Explanation of benefits posting and ERA reconciliation

Week 9-10

Answering phones provide customer service to patients, and insurances.
Printing of Aging reports- follow up on unpaid claims, utilizing portals and calling insurances for claims status.
Charge posting/auditing claims.
Manual Explanation of benefits posting and ERA reconciliation.

Week 11-13

Aging workflow continued.
Reviewing of Denials, reading rejections and remark codes/Claims Follow up.
Charge posting/coding/submitting of claim batches.

Week 14-16

Collections workflow- review accounts determine if phone call is needed, and past due letters generation.
Patient Statements cycle -printing of new statements and past due cycle batches.
Error Reports review and rebilling of claims.
Reports- month end reports.

The above outline is a guide and workflow weeks may change during the program.

By purchasing this online course and other items, you certify that you have read and agree to the online course Terms and Conditions and the Refund Policy. All policies can be found on our website www.RRBillingSolutions.com under Policies.