



MedCertify

Train for Healthcare & IT Careers



MEDICAL BILLING AND CODING ASSISTANT

CERTIFICATE

SYLLABUS

WWW.MEDCERTIFY.COM

ONLINE DELIVERY

**180 INSTRUCTIONAL
CLOCK HOURS
18 WEEKS**



OVERVIEW:

Accurate processing of health insurance claims has become more exacting and rigorous as health insurance plan options have rapidly expanded. These changes, combined with modifications in state and federal regulations affecting the health insurance industry, are a constant challenge to healthcare personnel. Those responsible for processing health insurance claims require thorough instruction in all aspects of medical insurance, including plan options, payer requirements, state and federal regulations, abstracting of source documents, accurate completion of claims, and coding of diagnoses and procedures/services. Understanding Health Insurance provides the required info clearly and comprehensively. The course was designed and revised to support core learning objectives with chapter objectives, content, and assessments aligned to ensure students learn and practice the concepts and skills they'll need on the job. Student learning is supported through chapter outlines and measurable objectives identified at the beginning of each chapter, as well as chapter headings and assessments that map to those chapter outlines and objectives.

Students will learn to

- Develop the ability to elaborate on the personal qualities and job responsibilities of a Billing and Coding employee
- Assess the impact of OSHA and HIPAA in a medical office
- Describe different types of Health Insurance
- Obtain basic knowledge of Billing and Coding practices in the medical office
- Gain knowledge of various written and verbal communications needed in a medical office and apply knowledge in processing and maintaining patient medical records that pertain to patient accounts
- Demonstrate skills in filing insurance claims for the medical provider



PROGRAM FEATURES

- ✓ Expert Guidance Provided Through Live Mentoring Support Sessions
- ✓ Access to On-Demand Video Lessons for the Duration of Your Program
- ✓ Flexible, Self-Paced Learning that Adapts to your Schedule
- ✓ Dedicated Academic Coaches
- ✓ National Certification Exam Preparation Support



PROGRAM COURSES

- ✓ Medical Billing and Coding
- ✓ Career Development
- ✓ OSHA/HIPAA
- ✓ Medical Terminology with A&P
- ✓ Professional Office Development

PROGRAM OUTLINE

WEEKS	1-3	WEEK	10
Introduction to Medical Terminology Professional Office Development		Chapter 10: Coding Compliance Programs, Clinical Documentation Improvement, and Coding for Medical Necessity	
Lesson 1 – Professional in the Office Lesson 2 – Business Etiquette and Professionalism Lesson 3 – Thinking Critically Create your LinkedIn Account Lesson 4 – Time Management Skills Lesson 5 – Customer Service Basics OSHA and HIPAA Training OSHA Reading and Quiz HIPAA Reading and Quiz		Chapter 11: CMS-1500 and UB-04 Claims	11
WEEK	4	WEEK	12
Chapter 1: Health Insurance Specialist Career Chapter 2: Introduction to Health Insurance and Managed Care		Chapter 12: Commercial Insurance	
WEEK	5	WEEK	13
Chapter 3: Introduction to Revenue Management Chapter 4: Revenue Management: Insurance Claims, Denied Claims and Appeals, and Credit and Collections		Chapter 13: BlueCross BlueShield	
WEEK	6	WEEK	14
Chapter 5: Legal Aspects of Health Insurance and Reimbursement Chapter 6: ICD-10-CM Coding		Chapter 14: Medicare	
Please contact your coach to request your coding resource Codify		WEEK	15
		Chapter 15: Medicaid	
WEEK	7	WEEK	16
Chapter 7:CPT Coding		Chapter 16:TRICARE	
WEEK	8	WEEK	17
Chapter 8:HCPCS Level II Coding		Chapter 17:Workers' Compensation	
WEEK	9	WEEK	18
Chapter 9: CMS Reimbursement Methodologies		Course Completion	



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