MedCertify
Train for Healthcare & IT Careers

MEDICAL BILLING AND CODING **ASSISTANT**

CERTIFICATE

SYLLABUS

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

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SCAN TO DOWNLOAD YOUR SYLLABUS

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