



Train for Healthcare & IT Careers



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

Introduction to Medical Terminology Professional Office Development

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

WEEK 4

Chapter 1: Health Insurance Specialist Career
Chapter 2: Introduction to Health Insurance and Managed Care

WEEK 5

Chapter 3: Introduction to Revenue Management
Chapter 4: Revenue Management: Insurance Claims, Denied Claims and Appeals, and Credit and Collections

WEEK 6

Chapter 5: Legal Aspects of Health Insurance and Reimbursement
Chapter 6: ICD-10-CM Coding

Please contact your coach to request your coding resource Codify

WEEK 7

Chapter 7:CPT Coding

WEEK 8

Chapter 8:HCPCS Level II Coding

WEEK 9

Chapter 9: CMS Reimbursement Methodologies

WEEK 10

Chapter 10: Coding Compliance Programs, Clinical Documentation Improvement, and Coding for Medical Necessity

WEEK 11

Chapter 11: CMS-1500 and UB-04 Claims

WEEK 12

Chapter 12: Commercial Insurance

WEEK 13

Chapter 13: BlueCross BlueShield

WEEK 14

Chapter 14: Medicare

WEEK 15

Chapter 15: Medicaid

WEEK 16

Chapter 16:TRICARE

WEEK 17

Chapter 17:Workers' Compensation

WEEK 18

Course Completion



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