

# Certified Medical Billing & Coding Specialist



222 Instructional Hours  
\$4000

Gain knowledge of the billing concepts needed to optimize reimbursement for a full range of healthcare services. Introductory coding concepts using HIPAA dictated code sets are addressed for a more complete understanding of the billing process. Additionally, students will learn MS Office programs, medical terminology and industry specific software. HIPAA Alerts, as it pertains to Medical Billing & Coding, are discussed throughout the track. Near completion, an exam review will be scheduled in preparation of challenging the National Healthcareer Association's certification exam for credentialing as a Billing & Coding Specialist to broaden job opportunities or career advancement.

## Course Content

### Medical Terminology

- Prefixes
- Suffixes
- Roots
- Basic Normal Anatomy and Physiology

### Medical Billing

- Medical Documentation
- Insurance Claims Process
- Basics of Inpatient Hospital Billing
- Basics of Outpatient Hospital Billing
- Managed Care
- Blue Cross and Blue Shield Plans
- Medicare
- Medicaid and State Funded Programs
- TRICARE
- Workers Compensation
- Filing Commercial Claims
- Tracing Delinquent Claims & Insurance Problem Solving
- Collections

### Medical Manager

- Introduction to the Industry Specific Software Program
- Building Patient Files
- Posting Entries
- Appointment Scheduling
- Entering and Printing Hospital Rounds and Reports
- Procedure Code Look Ups
- Report Generation
- Posting Payments & Adjustments

### Medical Coding

- Diagnostic Coding: ICD-9-CM
- Procedural Coding: ICD-9-CM Volume 3
- CPT
- HCPCS
- Using Ingenix EncoderPro

### MS Office

- Windows
- Introduction to Internet
- MS Word I
- Word Applied
- MS Word II
- MS Excel I
- MS Outlook I

### ***New!*** Using Technology to Get the Job

- Job Search Strategies
- Resume Workshop
- Online Job Search
- Interview Prep
- Practical Interviewing

**NOTE:** This series of courses has been created to prepare individuals for positions in Medical Billing. Information on Medical Coding is included in the curriculum as an integral part of Medical Billing. **This course is not intended to prepare individuals for positions in the field of Medical Coding.**

