



Certified Medical Billing & Coding Associate With EHR (CIP Code: 510713)

Program Description: This is an accelerated Medical Billing & Coding course package which is completed in an approximate four (4) month or eighteen (18) week period. The course has been made comprehensive and accelerated to include only the precise medical billing & coding job skills required for employment and field work. This course thoroughly prepares students to code patients' medical records correctly and optimize reimbursement for a full range of medical services. Students are introduced to several techniques for finding and applying the correct codes in today's standard coding systems. The addition of enhanced skills in Electronic Health Records [EHR] in this course package will provide the student with an edge in the job market in this competitive field. In this course students get an overview of medical insurance billing procedures as used in hospitals and today's medical practices. They learn coding protocols, and insurance billing procedures. At our center, students learn through computerized billing simulations how to create, save, retrieve, edit, and maintain patient files. In addition, post payments to patient accounts, produce insurance claim forms, correct and resubmit rejected claims, produce insurance claim activity reports and enter electronic claims. Topics covered include: current procedural terminology, international classification of diseases, clinical modification, healthcare procedure coding system, resource-based relative value scale, insurance form preparation, Medicare, Medicaid, Tricare, Blue Cross/Blue Shield, Workers' Compensation, No Fault, HMO's, diagnosis-related groups, peer review organizations, and ambulatory patient groups. Students will also learn Medical & Insurance Terminology & Abbreviations, Duties of the Medical Biller, Procedures For Insurance Forms Completion, IIC Universal Claim Form, ADA Forms, Workers Compensation Forms & No Fault, Superbill, Medicaid/Medicare, Medical Coding: CPT Coding, HCPCS, ICD-9CM, Coding Systems E & V Modifiers, Computerized Medical Billing Software, Audit Trails, Payment Follow-up Methods, Insurance Company Policies, Insurance Follow-up Procedures, Title XIX, CPT4, Dental, Campus. The course also includes application usage of several medical billing & coding software such as Medisoft and others as well as Electronic Health Records (EHR).

PROGRAM COURSE OUTLINE

	Module/Lesson Title	Hours Lecture	Hours Computer Lab
CMAA001	Introduction to Health Insurance	8	
CMAA004	Medical Laws and Ethics	8	
CBCS001	Anatomy, Physiology and Terminology for the Certified Medical Administrative Assistant, Certified Billing & Coding Specialist	50	
CMAA012	Medical Office Skills (General)	40	50
CBCS003	Insurance Claims Process		
CBCS004	ICD-9-CM Coding	5	40
CBCS005	CPT Coding	5	40
CMAA013	Medical Documentation	15	
CBCS006	Filing Commercial Claims	10	
CBCS007	Managed Care	18	
CBCS008	Blue Cross and Blue Shield Plans	10	
CBCS009	Medicare	15	
CBCS010	Medicaid and State Funded Programs	15	
CBCS011	TRICARE	5	
CBCS012	Workers Compensation	5	
NHA	HIPAA Compliance	3	
CBCS013	Tracing Delinquent Claims & Insurance Problem Solving	15	
CBCS014	Collections	10	
CBCS015	Computerized Billing		30
NHA	Career Development	3	
NHA	Certification Exam Review and Certification Exam	2	
NHA002	Externship	60	
CEHRS	Electronic Health Record [EHR]	80	
CMA007	CPR and First Aid	18	
	TOTALS	400	160