

Medical Billing and Coding: Basic

5 days

Description

This ILT Series course introduces students to the medical billing and coding profession. Students will learn what positions are available in the field and how to determine which positions might suit them. Students will learn about the history and current state of federal and state insurance plans. Topic coverage also includes health care forms and the basics of processing insurance claims, including common errors that result in rejected claims. Sample case studies illustrate the entire life cycle of a claim, providing practice and discussion.

Prerequisites

- *None*

Course Outline

Unit 1: Introduction to Medical Billing and Coding

Topic A: Roles and responsibilities
Topic B: Applying for a position
Topic C: Self-employment in the field
Topic D: The basics of health insurance
Topic E: Medical billing today and tomorrow

Unit 2: Federal and State Insurance Plans

Topic A: Medicare
Topic B: Medicaid
Topic C: Workers Compensation
Topic D: TRICARE and CHAMPVA
Topic E: Managed Care Organizations
Topic F: Other Insurance Plans

Unit 3: Health Insurance Claims

Topic A: Types of forms
Topic B: Electronic Data Interchange
Topic C: More on the claims process
Topic D: Reports

Unit 4: Payments and collections

Topic A: The Medicare payment process
Topic B: Managed Care Organizations
Topic C: Other Carriers
Topic D: The collection process

Unit 5: Applications and audit trails

Topic A: The billing cycle
Topic B: Completing the process
Topic C: Audit trails
Topic D: Practice makes perfect