

Medical Claims and Billing Specialist Enhanced

Welcome!

Welcome to your U.S. Career Institute Course! Your study materials provide theoretical and practical instruction that will enable you to work in a new profession. All of us here at U.S. Career Institute are dedicated to your education. Our staff members want you to successfully complete your coursework and help you launch into your new career. We are here to assist you every step of the way!

Course Objectives

Upon completion of this course, graduates will be trained to:

- Describe the roles, average day, personal qualities and desirable character traits of various healthcare professionals.
- Apply an understanding of anatomy and physiology as well as medical terminology to their work as medical billing professionals.
- Describe the characteristics of different types of healthcare insurance and explain the differences between them.
- Explain the history and development of various diagnostic and procedural coding manuals and how they apply to insurance.
- Correctly complete CMS-1500 forms using medical billing software.
- Define terms used on an explanation of benefits and complete a CMS-1500 form for secondary insurance carriers and create medical bills for patients.
- Interpret the information found in a UB-04 claim form.
- Process and maintain records on claim reimbursement.
- Adhere to ethical standards and guidelines for healthcare professionals.

Your course code is
1454

Please include this
course code on each
Quiz Answer Sheet.

Grading Criteria

| | | |
|-----------|---|---|
| 92-100% | = | A |
| 85-91% | = | B |
| 75-84% | = | C |
| 70-74% | = | D |
| Below 70% | = | F |

If you plan to work independently, your grades should consistently be above 85%. If your grades are 84% or below, you will need to make improvements to bring your skills to an employable level.

Your final grade point average will be calculated on all graded assignments in this course. You must complete assignments and attain a final grade point average of 70% or higher to earn a certificate.

Affiliations & Partnerships



Approved by the
State of Colorado



A+ Rating
Member of the Better
Business Bureau



Accredited by the
Accrediting
Commission of the
Distance Education
and Training Council



Approved by
National
Healthcare Assoc.

Schedule of Lessons and Quizzes

The Lessons for this course have been divided into five Units. To see which materials you need for each Unit, please use the following schedule. All of the shipped materials listed for each Unit will arrive in a single package, which is sent upon enrollment in the course. Enhanced Course Extras and Graduation Gifts will arrive in additional shipments, which are noted at the end of the schedule.

Unit 1

Lesson 1: Welcome to the Exciting World of Medicine and Medical Claims

Get ready to enter the exciting world of the medical claims and billing professional! This lesson provides an overview of the billing process from patient check-in at the reception desk to physician reimbursement for services rendered.

Quiz 1 is worth 1.4 percent of your course grade.

Lesson 2: The Third-party Payer: How Insurance Works

It's a hot topic! You often hear about health insurance, but do you consider yourself an expert? Here, you'll study types of health insurance programs that exist today.

Quiz 2 is worth 1.4 percent of your course grade.

Lesson 3: Handling Claims

Explore important insurance concepts in this lesson, including preauthorization and medical coding. You will also learn to use proper procedures to follow up on claims, recognize when follow-up is warranted and know what information to have on hand when you contact insurance companies.

Quiz 4 is worth 1.4 percent of your course grade.

Lesson 4: Private Insurance and Managed Care Programs

Gain an overview of the characteristics of private and group healthcare insurance programs. This lesson also explains managed care programs and how they work, including discussions of HMOs, PPOs, POS plans and PPGs.

Quiz 4 is worth 1.4 percent of your course grade.

Lesson 5: Medicaid and Medicare

In this lesson, discover the government programs of Medicaid and Medicare. You will also learn about Medigap and Medi-Medi insurance, as well as gain an overview of the HCPCS system of medical coding.

Quiz 5 is worth 1.4 percent of your course grade.

Lesson 6: Military Insurance, Workers' Compensation and COBRA

Hone your knowledge as you study TRICARE, CHAMPVA, workers' compensation and disability insurance, and apply steps to file claims in these special insurance situations.

Quiz 6 is worth 1.4 percent of your course grade.

Lesson 7: Medical Terminology—Word Parts

Just listen to doctors and nurses talk; medicine has its own language. Now, discover the building blocks of all medical terms—root words, prefixes and suffixes. These building blocks will let you understand complex medical words.

Quiz 7 is worth 1.4 percent of your course grade.

Unit 1 Electronic Files

These files are available for download from the Student Site upon enrollment in this course.

- *School Catalog*
- *Lessons 1-7*
- *New Medical Claims Glossary*
- *MedLook Guidelines*

Unit 1 Shipped Materials

- *Assignment Pack*
- *Medical Terminology Flashcard Set 1*
- *Medical Terminology CD*



Unit 2

Lesson 8: Medical Terminology—Dividing and Combining Terms

This lesson continues your study of the language of medicine. Learn to divide medical words into word parts to determine meanings, as well as combine those parts to form medical terms.

Quiz 8 is worth 1.4 percent of your course grade.

Lesson 9: Abbreviations, Symbols and Special Terms

Explore the abbreviations, acronyms and symbols that medical professionals use. You'll also examine medical eponyms, sound-alikes, opposites and the special rules regarding medical plurals.

Quiz 9 is worth 1.4 percent of your course grade.

Lesson 10: Introduction to Anatomy

Anatomy and physiology knowledge is important to anyone who works in medicine. This lesson explains the relationships among anatomy, physiology and pathology.

Quiz 10 is worth 1.4 percent of your course grade.

Lesson 11: The Anatomy of the Human Body

The toe bone's connected to the.... Discover the landmarks, divisions and cavities of the human body. You'll also read about the body's organization from cells to tissues to organs to organ systems.

Quiz 11 is worth .92 percent of your course grade.

Lesson 12: Organ Systems I

Explore the integumentary, musculoskeletal, neurological, cardiovascular and immune systems. Study each system's characteristics, its function, its parts and how it works to make the whole body function properly.

Quiz 12 is worth 1.4 percent of your course grade.

Lesson 13: Organ Systems II

Examine the respiratory, gastrointestinal, genitourinary, reproductive and endocrine systems. Break them down, describe the parts and processes of each system and determine how they contribute to the whole body.

Quiz 13 is worth 8.3 percent of your course grade.

Unit 2 Electronic Files

These files are available for download from the Student Site upon completion of Quiz 6.

- *Lessons 8-13*
- *Medical Claims Glossary*

Unit 2 Shipped Materials

- *Human Anatomy Flashcards*
- *Medical Terminology Flashcard Set 2*



Unit 3

Lesson 14: Diagnostic (ICD-9-CM) Coding

This lesson teaches you to use the *ICD-9-CM* coding manual to correctly code a physician's diagnosis. You will also discover how to handle specific coding situations, such as unconfirmed diagnosis, multiple diagnoses and late effects coding.

Lesson 15: Procedure Coding

Continue your crash course in medical coding. This lesson introduces procedure coding, including the *CPT* book format. You will learn about modifiers, relative value studies and methods of payment, as well as build on what you learned about HCPCS.

Quiz 14 is worth 4.9 percent of your course grade.

Lesson 16: Integrating ICD-9-CM and CPT Codes

Now that you're well-versed in coding, let's see what you can do! Integrate ICD-9-CM and CPT codes, assign them to patient scenarios and insert them on CMS-1500 claim forms.

Quiz 15 is worth 3 percent of your course grade.

Lesson 17: Determining Payment

Examine the many methods to determine the amount reimbursed to providers. Explore the UCR standard, fee schedules and relative value studies, as well as diagnostic related groups and ambulatory payment classifications.

Lesson 18: Completing the CMS-1500 Claim Form

Perform the work of a claims and billing specialist! Detailed explanations help you complete the 33 fields of the new CMS-1500 insurance claim form and determine special considerations for Medicare and Medicaid.

Quiz 17 is worth 3 percent of your course grade.

Unit 3 Electronic Files

These files are available for download from the Student Site upon completion of Quiz 10.

- *Lessons 14-18*
- *Claims Resource Supplement*
- *ICD-9-CM Condensed Coding Manual*
- *ICD-10-CM Supplement*

Unit 4

Lesson 19: Completing the CMS-1500 Claim Form for Various Carriers

In this lesson, you will review processing the CMS-1500 forms, confidential physician files and confidential patient forms. Then, use your new knowledge to complete the CMS-1500 for various carriers in extensive, hands-on practice.

Lesson 20: Preparing the UB-04 (CMS-1450) Claim Form

Let's switch gears! Hospitals primarily use the UB-04 insurance form. This lesson provides detailed instructions and examples to help you complete the 86 fields of this form like a pro!

Quiz 18 is worth 7 percent of your course grade.

Lesson 21: Medical Billing Technology

Sneak a peek at the future. Explore the evolving technology of the claims field, such as the electronic health record, and see how healthcare professionals use clearinghouses and submit claims electronically.

Quiz 19 is worth 16 percent of your course grade.

Lesson 22: Interpreting EOB Statements

With the help of this lesson, you will soon be able to read and interpret the explanations of benefits that you receive from various insurance carriers.

Quiz 20 is worth 3 percent of your course grade.

Unit 4 Electronic Files

These files are available for download from the Student Site upon completion of Quiz 16.

- *Lessons 19-22*

Unit 4 Shipped Materials

- *MedLook Demo CD*

Unit 5

Lesson 23: Secondary Claims and Managing Accounts

Determine how to prepare secondary claims and handle accounts receivable and insurance logs. In addition, practice effectively managing patient and client accounts.

Quiz 21 is worth 7 percent of your course grade.

Lesson 24: Solving Problems with Insurance Carriers, Physicians and Patients

In this lesson, you'll discover "tricks of the trade" to deal with insurance companies and patients when there is a problem with a claim or bill. You will learn to follow through on insurance problems, solve patient problems and resolve issues with doctors.

Lesson 25: Career Opportunities as a Medical Billing Specialist

Think of the job opportunities available once you complete this course! This lesson outlines your options; you'll assess which career is the best fit for your work style.

Quiz 22 is worth 5 percent of your course grade.

Lesson 26: Legal Issues Affecting Medical Claims and Records

Explore legal and ethical issues, such as fraud, HIPAA, patient privacy and liability insurance coverage. These topics are important to anyone who works in the medical field! In addition, apply the concepts and skills you gained in this course to your final exam.

Quiz 23 is worth 16 percent of your course grade.

Unit 5 Electronic Files

These files are available for download from the Student Site upon completion of Quiz 20.

- *Lessons 23-26*
- *Career Starter Guide*

Enhanced Course Extras

- *CPT Manual**

*Shipped upon completion of Quiz 17

Graduation Gifts

- *MedLook Software, full version*
- *ICD-9-CM Coding Manual*

To request your gifts, simply call

1-800-347-7899

or e-mail

stuserv@uscareerinstitute.edu

— Must have graduated and be paid in full —

We reserve the right to substitute items of equal or greater value.