UNIT 1

Lesson 1: The World of Health Care
In your first lesson, you'll examine the average day of various healthcare professionals, and discover the responsibilities of each. You'll learn about the team of professionals that provide quality health care. Finally, you'll explore the personal qualities and desirable character traits of a successful healthcare professional.
Quiz 1

Lesson 2: Medical Insurance 101
Study terms relevant to health insurance today and learn about the tools you'll use in your future career.
Quiz 2

Lesson 3: Ethics and Legal Issues
Healthcare professionals must adhere to some important legal and ethical guidelines. This lesson explains the concepts of ethics, compliance, fraud and abuse. Determine how these concepts apply to your future career. You'll also study HIPAA and the importance of confidentiality when dealing with medical records.
Quiz 3

Lesson 4: Medical Records
This lesson outlines the role medical records play in healthcare documentation. What is the importance of documentation in medical records? What are the various types of dictation formats? How do healthcare professionals manage medical records? Find out all of this and more in this lesson!
Quiz 4—Trigger Quiz

Lesson 5: Introduction to Medical Terminology
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 5

Lesson 6: Dividing and Combining Medical 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 6

UNIT 2

Lesson 7: Medical 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 7

Lesson 8: Body Systems
Learn the basics of organs and organ systems while expanding and applying your knowledge of medical terms and abbreviations.
Quiz 8

Lesson 9: Resources for the Healthcare Professional
It's important to stay abreast of health-related changes and research! This lesson explains the resources available to you throughout your career. We'll discuss associations, Web sites and certification options.
Quiz 9—Trigger Quiz

Lesson 10: The Future of Health Care
The world of health care changes every day thanks to new technology. How will these changes affect you in your future career? Gain a basic understanding of electronic coding, Web-based coding, electronic health records and the many opportunities for these services.
Quiz 10

Lesson 11: Introduction to Medical Coding
Learn the history and development of the various coding systems. You will also learn to identify the code types.
Quiz 11

Course Objective
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 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.

Medical Billing

Affiliations & Partnerships

Accredited by the Distance Education Accrediting Commission
Approved by the Colorado Department of Higher Education Division of Private Occupational Schools
Approved by the National Healthcareer Association
A+ Rating Member of the Better Business Bureau
UNIT 3

Lesson 12: Private Insurance and Managed Care
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 12

Lesson 13: Medicaid, CHIP 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 Children’s Health Insurance Program.
Quiz 13—Trigger Quiz

Lesson 14: Military Insurance, Workers’ Compensation and COBRA
Hone your knowledge as you study TRICARE, CHAMPVA, workers’ compensation and COBRA.
Quiz 14

Lesson 15: 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 diagnosis related groups and ambulatory payment classifications.
Quiz 15

UNIT 4

Lesson 16: Introducing the CMS-1500 Claim Form
Perform the work of a medical billing specialist! Detailed explanations help you complete the fields of the CMS-1500 insurance claim form and determine special considerations for Medicare and Medicaid.
Quiz 16

Lesson 17: Explanation of Benefits
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 17

Lesson 18: Secondary Claims
Determine how to prepare secondary claims and handle insurance logs. You will also complete claims for secondary carriers.
Quiz 18

Lesson 19: The UB-04 Claim Form
Let’s switch gears! Hospitals primarily use the UB-04 insurance form. This lesson provides instructions and examples to help you understand the fields of this form.
Quiz 19

Lesson 20: Insurance Follow-up and Preparing the CMS-1500
In this lesson, you will learn about timely filing and how to process a workers’ compensation claim. You will also learn about insurance follow-up. Extensive, hands-on practice lets you complete the CMS-1500 for various carriers.
Quiz 20

Lesson 21: Medical Billing Technology
Explore the evolving technology of the claims field, such as medical billing software, and see how healthcare professionals use clearinghouses and submit claims electronically.
Quiz 21

GRADING CRITERIA

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<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>92-100%</td>
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<tr>
<td>B</td>
<td>85-91%</td>
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<tr>
<td>C</td>
<td>75-84%</td>
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<tr>
<td>D</td>
<td>70-74%</td>
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<tr>
<td>F</td>
<td>Below 70%</td>
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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 all assignments and attain a final grade point average of 70% or higher to earn a certificate.

Career Starter Guide

A U.S. Career Institute exclusive! The Career Starter Guide will give you step-by-step guidance in getting your first job. You’ll learn how to create the best résumé for yourself...how to write a letter of inquiry...how to perfect your interview skills and much more.

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