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, HIC 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 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**