Course Outline

Medical Coding & Billing

In as little as four months you can be ready to start making money as a Medical Coding & Billing Specialist.

Your easy-to-understand lessons take you step by step from the basics of Medical Terminology, Body Systems and Secondary Claims through the advanced subjects of ICD-9-CM Coding, CPT Coding and HCPCS Coding. Here's a preview of what you will learn.

COURSE 1

The World of Healthcare
The responsibilities of various healthcare professionals and the many career opportunities available.

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

Ethics and Legal Issues
The concepts of ethics, compliance, fraud and abuse and how these concepts apply to your future career.

Medical Records
The important role medical records play in healthcare documentation and the various types of dictation formats.

Introduction to Medical Terminology
Building blocks of medical terms: root words, prefixes, suffixes.

Dividing and Combining Medical Terms
Learn to divide medical words in to word parts.

Abbreviations, Symbols and Special Terms
Abbreviations, symbols, plurals, eponyms, acronyms, etc.

Body Systems
Organs and organ systems while expanding and applying your knowledge of medical terms and abbreviations.

Resources for the Healthcare Professional
The resources available to you throughout your career. We'll discuss associations, Web sites and certification options.

The Future of Health Care
Gain a basic understanding of electronic coding, Web-based coding, electronic health records and the many opportunities for these services.

Also Included

- Medical Terminology Flashcards
- Medical Terminology Audio

COURSE 2

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

Private Insurance & Managed Care Programs
Explore how managed care programs work, including an overview of HMOs, PPOs, POS plans and PPGs.

Medicaid, CHIP & Medicare
Learn about how government programs like Medicaid, Medicare, Medigap and CHIP impact medical billing.

Military Insurance, Workers' Compensation & COBRA
Apply steps to file claims in special insurance situations like TRICARE, CHAMPVA and workers' compensation and COBRA.

Determining Payment
Determine provider reimbursement using UCR standards, fee schedules and relative value studies.

Introducing the CMS-1500 Claim Form
Detailed explanations help you complete the fields of the CMS-1500 insurance claim form.

Explanation of Benefits
Learn to read and interpret the explanations of benefits.

Secondary Claims
Prepare secondary claims and handle insurance logs.

Preparing the UB-04 Claim Form
Detailed instructions and examples help you complete the fields of this form that hospitals primarily use.

Insurance Follow-up and Preparing the CMS-1500
Hands-on practice completing the form for various carriers.

Medical Billing Technology
See how healthcare professionals use clearinghouses.

Also Included

- MedLook Tutorial & Demo CD • Claims Forms for Practice

COURSE 3

Introduction to Anatomy
Anatomy and physiology knowledge is crucial to anyone who works in medicine. This lesson explains the relationships among anatomy, physiology and pathology. It also teaches how the human body is put together and how it works.

Anatomy: Landmarks and Divisions
Now that you know the basics, delve deeper into anatomy. This lesson discusses landmarks and divisions, as well as the basic body cavities and how the body is organized physiologically.

Cell and Tissue Anatomy and Pathology
This lesson reviews the components of the cell and the primary functions of each component. Differentiate among the categories of etiologies, and study how cells and the human body respond and react to injury.

ICD-9-CM Coding Introduction
The structure of the ICD-9-CM and the purpose of the two volumes within the manual, the guidelines and rules of the diagnostic coding process. You'll also determine how to handle abbreviations, cross references and punctuation.

- ICD-9-CM Coding from Infections to Blood Diseases
- ICD-9-CM Coding from Mental Disorders to the Circulatory System
- ICD-9-CM Coding from Respiratory System to Complications of Pregnancy
- ICD-9-CM Coding from Diseases of the Skin to Conditions of the Perinatal Period
- ICD-9-CM Coding from Symptoms to Complications

V Codes, E Codes & ICD-9-CM Coding Quiz
Try your new coding skills in a real-world scenario. Learn how to apply V codes and E codes in coding situations.

Also Included

- Human Anatomy Flashcards
- ICD-10-CM Supplement

COURSE 4

CPT Coding

- CPT Coding 101
- Surgical Coding, Part 1
- Surgical Coding, Part 2
- Radiology, Pathology, Anesthesia and Medicine

Integrating Diagnostic and Procedural Codes
Apply all your medical coding and billing knowledge. Code diagnoses and procedures together in real-world coding and billing exercises.

Also Included

- Anatomy & Physiology Textbook

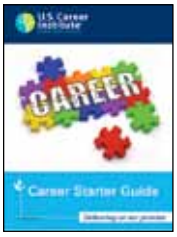
COURSE 5

Evaluation and Management Services
This lesson introduces evaluation and management codes, an important area for outpatient coders. Additionally, you'll explore guidelines and Evaluation and Management level sections.

Comprehensive Evaluation and Management
Take a closer look at the Evaluation and Management sections. You'll get plenty of practice with coding E/M services.

The Basics of HCPCS Coding and Final Coding Quiz
Gain an introduction to HCPCS coding. This lesson outlines the formats and coding rules, as well as explains how to determine when to use HCPCS coding. Then, you'll use this final Coding quiz as an opportunity to apply your new coding skills.

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.

Ensure your success and enrich your program by enrolling today in the **Enhanced Version**! Receive extra supplements and tools that help jumpstart your career! Contact us at 1-800-528-7907 for more information.

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- Step-by-step format makes learning easier and more rewarding.

When you graduate, you'll be ready to enter the exciting world of healthcare—with your up-to-date and in-demand career skills.

There is nothing more rewarding than working in a career where your efforts really help others. And as a trained Medical Coding & Billing Specialist, you get all the benefits of helping people and the opportunity to make good money. Plus you will have a secure career in the rapidly growing healthcare field. ***We urge you to start your training today!***

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