### Medical Billing Specialist

In as little as four months you can be ready to start making money as a Medical Billing Specialist. U.S. Career Institute prepares you to work at home or in doctors’ offices, hospitals, clinics or in other private industries. You get everything you need to know in easy-to-understand lessons that take you step by step from the basics of Medical Terminology, Anatomy and Determining Payment, through Medical Coding and Secondary Claims. This outline gives you a preview of what you will learn.

#### COURSE 1
**The World of Health Care**  
The average day of various healthcare professionals and their responsibilities. Also the personal qualities and character traits of successful professionals.

**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**  
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.

**Introduction to Medical Terminology**  
Discover the building blocks of all medical terms—root words, prefixes and suffixes.

**Dividing and Combining Medical Terms**  
Learn to divide medical words into word parts to determine meanings, also combine parts to form terms.

Also Included
- Medical Terminology Flashcards
- Medical Terminology Audio

#### COURSE 2
**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.

**Body Systems**  
Learn the basics of organs and organ systems while expanding and applying your knowledge of medical terms and abbreviations.

**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, websites and certification options.

**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.

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

#### COURSE 3
**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 PPDs.

**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.

**Military Insurance, Workers’ Compensation and COBRA**  
Hone your knowledge as you study TRICARE, CHAMPVA, workers’ compensation and COBRA, and learn to apply steps to file claims in these special insurance situations.

**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.

#### UNIT 4
**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.

**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.

**Secondary Claims**  
Determine how to prepare secondary claims and handle insurance logs. You will also complete claims for secondary carriers.

**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.

**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.

**Medical Billing Technology**  
Sneak a peek at the future. Explore the evolving technology of the claims field, such as medical billing software, and see how healthcare professionals use clearinghouses and submit claims electronically.

Also Included
- MedLook Tutorial & Demo CD

### 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.

---

You can enroll right away through our secure website [https://enroll.uscareerinstitute.edu](https://enroll.uscareerinstitute.edu) or you can call our toll-free EasySTART line at 1.800.528.7907, Monday through Friday, 9 a.m. to 9 p.m. and Saturday, 10 a.m. to 7 p.m. Eastern Standard Time.
Everything you need...books, lessons, learning aids...it’s all included with your program!

You’ll be specially trained to work at home or in hospitals, clinics, doctors’ offices, insurance companies and other corporations in private industry.

U.S. Career Institute programs feature unique, customized learning materials.

- Each Lesson Book and Supplement is written by industry experts, so you get the most current information.
- Lessons focus on real-world skills that you will use in your career.
- 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 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!