

## Prerequisites

It's important you know anatomy and medical terminology to be a successful coder. We recommend taking either of these courses from our partners at ed2go to be successful in this course.

- x [Human Anatomy and Physiology \(SelfPaced Tutorial\)](#)
- x [Medical Terminology: A Word Association Approach \(SelfPaced Tutorial\)](#)

## What You Will Learn

- x Review an introduction to healthcare from a medical billing perspective.
- x List a variety of health insurance models and how they affect medical entities.
- x Understand the legal regulatory considerations involved in health care reimbursement and collections.
- x Explain the process of a physician-based insurance claim including obtaining patient data, claim form completion, insurance carrier processing and payment received.
- x Demonstrate the ability to use the three major coding manuals, CPT®, ICD10-CM, and HCPCS Level II, and apply medical necessity standards.
- x Explain the follow up process for A/R in a physician's office, including the top denials by insurance carrier along with their appeals process.

## Internet Connection

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## Course Outline

| MODULE  | TOPICS COVERED   |  |
|---|--|--|
| 1: Basics of Insurance Billing and Compliance | <ul style="list-style-type: none"> <li>x Insurance Billing Specialist</li> <li>x Insurance Claims, Coding, &amp; Billing Background</li> <li>x Medical Etiquette</li> <li>x Medical Ethics</li> <li>x Health Insurance Portability and Accountability Act (HIPAA)</li> </ul> | <ul style="list-style-type: none"> <li>x Fraud and Abuse Laws</li> <li>x Compliance Programs</li> <li>x Health Care Reform</li> <li>x Insurance Policies</li> <li>x Types of Coverage</li> </ul> |
| 2: Medical Documentation and Coding           | <ul style="list-style-type: none"> <li>x Insurance Billing Specialist</li> <li>x Insurance Claims, Coding, &amp; Billing Background</li> <li>x Medical Etiquette</li> <li>x Medical Ethics</li> <li>x Health Insurance Portability and Accountability Act (HIPAA)</li> </ul> |  |

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| <p>6: Health Care Payers, Part 2</p>         | <ul style="list-style-type: none"> <li>x Insurance Billing Specialist</li> <li>x Insurance Claims, Coding, &amp; Billing Background</li> <li>x Medical Etiquette</li> <li>x Medical Ethics</li> <li>x Health Insurance Portability and Accountability Act (HIPAA)</li> </ul> | <ul style="list-style-type: none"> <li>x Fraud and Abuse Laws</li> <li>x Compliance Programs</li> <li>x Health Care Reform</li> <li>x Insurance Policies</li> <li>x Types of Coverage</li> </ul> |
| <p>7: Inpatient &amp; Outpatient Billing</p> | <ul style="list-style-type: none"> <li>x Insurance Billing Specialist</li> <li>x Insurance Claims, Coding, &amp; Billing Background</li> <li>x Medical Etiquette</li> <li>x Medical Ethics</li> <li>x Health Insurance Portability and Accountability Act (HIPAA)</li> </ul> | <ul style="list-style-type: none"> <li>x Fraud and Abuse Laws</li> <li>x Compliance Programs</li> <li>x Health Care Reform</li> <li>x Insurance Policies</li> <li>x Types of Coverage</li> </ul> |

