

# Medical Coding/Billing Reimbursement

## Course Specifications

Course Length: **Tuesdays**, 4:30pm to 8:30pm for 16 Weeks – Petoskey Location  
**Thursdays**, 6:00pm to 10:00pm for 16 Weeks – Traverse City Location  
Prerequisites: Medical Terminology or Experience in the Field  
Course Cost: \$1295.00

## What's in Medical Coding/Billing Reimbursement Specialist Program:

*This program will help prepare you for the CCA (Certified Coding Associate), CCS (Certified Coding Specialist - Hospital) and CCS-P (Certified Coding Specialist – Physician) credentialing examinations offered by the American Health Information Management Association (AHIMA). Computer exercises provide hands-on practice for step-by-step patient accounting. These exercises begin with simple tasks and progress to more complex activities throughout the tutorial. Checkpoint questions verify student understanding of key points in the text. Coding lessons provide instruction in ICD-9-CM, CPT, and HCPCS Level II coding. Students will learn physician coding and reimbursement, as well as inpatient and outpatient hospital coding and reimbursement principles. Students use sophisticated practice management software that prepares them to perform the duties of a medical biller and coder by combining a step-by-step tutorial with a comprehensive simulation. The course lessons will provide an overview of medical practice management procedures, introducing the features of a patient billing system and presenting important concepts relating to medical office and hospital patient accounting functions.*

## Course Content

- Introduction to Practice Management Software
- Working With Cases
- Entering Payments and Adjustments
- The Role of Computers in the Medical Office
- Entering Patient Information
- Entering Charge Transactions
- Setting up Appointments
- Handling Patient Records and Transactions
- Printing Lists and Reports
- Printing Statements and Creating Claims
- Filing Electronic Media Claims
- Reimbursement principles
- Define The Terms
- Check Your Understanding
- Critical Thinking
- Insurance Companies
- Printing Lists and Reports
- Printing Statements and Creating Claims
- Filing Electronic Media Claims
- Medicaid & Medicare
- Get to know your CPT
- Procedural Terminology in Current Use
- CPT/HCPCS Outpatient Coding
- Official Coding Guidelines
- Interpreting medical records
- Get to know your ICD-9 CM
- Using ICD-9-CM
- Inpatient Coding
- CCA, CCS and CCS-P examinations
- Relevant associations and resources
- Create Resume and Cover Letter
- Talk about Careers in Coding/Billing