MEDICAL BILLING & CODING

Governors State
UNIVERSITY

MEDICAL BILLING & CODING
TRAINING PROGRAM

LEARNER SUPPORT & ADVISING AVAILABLE

80 HOURS (12 WEEKS)

VIRTUAL LIVE INSTRUCTOR-LED

ALL TEXTBOOKS, WORKBOOKS & MATERIALS INCLUDED

CERTIFICATE OF COMPLETION
(PROVIDED BY THE INSTITUTION OF RECORD)

OFFICIAL NON-CREDIT TRANSCRIPT
(PROVIDED BY THE INSTITUTION OF RECORD)

NATIONAL/INDUSTRY CERTIFICATION OPPORTUNITY

The Medical Billing & Coding Profession

Medical billing and coding is one of the fastest-growing careers in the healthcare industry today! The need for professionals who understand how to code healthcare services and procedures for third-party insurance reimbursement is growing substantially. Physician practices, hospitals, pharmacies, long-term care facilities, chiropractic practices, physical therapy practices, and other healthcare providers all depend on medical billing and coding for insurance carrier reimbursement. These professionals often perform a number of administrative tasks in the medical office in addition to their primary function. The medical industry will have almost 50% more jobs available by 2028; therefore, a surplus of medical facilities will continue to hire candidates who specialize in medical billing and coding.

The Medical Billing & Coding Program

This billing and coding program delivers the skills students need to perform various administrative duties in a healthcare facility, solve insurance billing and coding problems and perform complex coding and billing procedures. It details proper assignment of codes and the process to file claims for reimbursement. This program covers the following key areas and topics:

- ✓ Medical administration, HIPAA requirements and medical terminology
- ✓ An overview of healthcare & insurance industry
- ✓ The organization and use of the ICD-10-CM, CPT, and HCPCS manuals to identify correct codes
- ✓ Detailed review and practice using the alphabetic index and tabular list of the ICD-10-CM, and practice coding examples within the CPT
- ✓ Basic claims processes for medical insurance and third-party reimbursements
- ✓ Completing common insurance forms, tracing delinquent claims, and appealing denied claims

MEDICAL BILLING & CODING
TRAINING PROGRAM

VIRTUAL CLASSROOM TRAINING PROGRAM

- ✓ Describe the medical coder's job responsibilities, professional training, and employment opportunities
- ✓ Explain the importance of continuing education and the benefits joining available professional organizations
- ✓ Explain the importance of confidentiality and the necessity of accurate documentation in medical coding
- ✓ Differentiate Medicare, Medicaid, third party, managed care, and private health insurance
- ✓ Describe the roles and responsibilities of the coder, physician, and patient in regard to the legal and ethical aspects of medical coding
- ✓ Demonstrate how to abstract information from the patient record, apply coding guidelines and follow reimbursement procedures to optimize physician payment
- ✓ Explain the importance of optimizing, not maximizing, a code only for the services provided to the patient that are documented in the medical record
- ✓ Explain the importance of keeping current with medical compliance and reimbursement policies, such as medical necessity issues and correct coding issues
- ✓ Describe explanation of benefits from payers, evaluation of denied claims, and the process for filing appeals for denied claims
- ✓ Given patient record information, determine accurate codes for diagnoses, procedures, and services performed by physicians
- ✓ Demonstrate correct preparation and submission of CMS 1500 forms for services and procedures performed by physicians and non-physician providers including CRNAs, nurse practitioners, and physician assistants

- ✓ Describe the medical administrative assistant's job responsibilities, professional training, and employment opportunities.
- ✓ Describe the healthcare team and medical specialties.
- ✓ Describe legal terms as they apply to healthcare.
- ✓ Discuss the physician-patient relationship and physician's public duties.
- ✓ Describe ethical considerations for healthcare workers.
- ✓ Define verbal and nonverbal communication and how each can be used effectively.
- ✓ Identify communication barriers in the medical.
- ✓ Explain the use of the commercial telephone system in the front office including how to perform telephone triage and handle patient requests.
- ✓ Explain how to properly open and close the medical office and prepare files for patient arrival.
- ✓ Explain commonly used scheduling systems including how to schedule a variety of patients and services.
- ✓ Explain how to arrange and maintain a safe and confidential patient reception area.
- ✓ Explain how to handle paper and electronic medical records including how to stay in compliance with HIPAA.
- ✓ Explain how to operate and maintain common office equipment.
- ✓ Discuss how to maintain inventory.
- ✓ Demonstrate ability to create a variety of workplace documents (letters, memos, emails, etc.) following sound business writing standards.
- ✓ Explain how to perform common tasks related to payroll, accounts payable and receivable, banking, and office management.

MEDICAL BILLING & CODING
EDUCATION & CERTIFICATION

NATIONAL/INDUSTRY CERTIFICATION OPPORTUNITY

After completing this program, Learners will have the opportunity challenge the leading national/industry-recognized certification exams essential to entry-level employment in this fast-growing field.
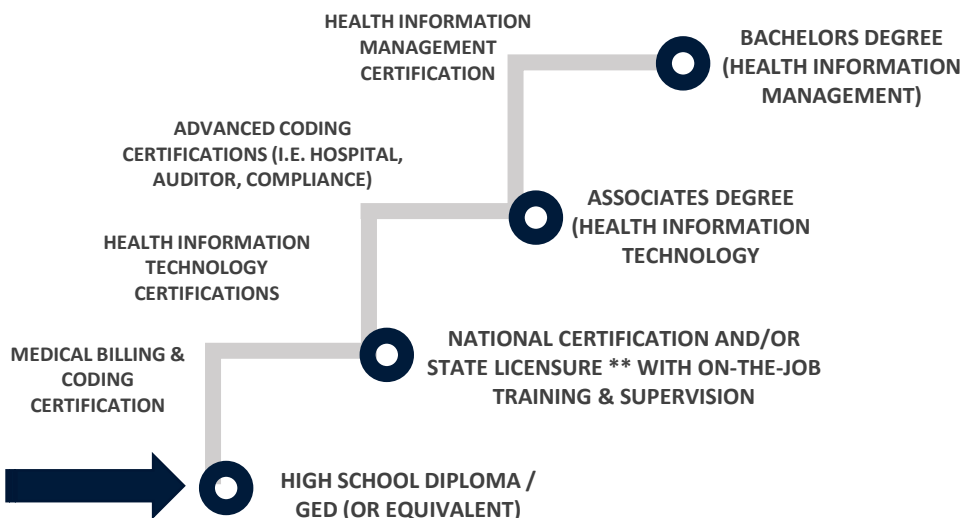
nha **NATIONAL HEALTHCAREER ASSOCIATION (NHA) CERTIFIED BILLING & CODING SPECIALIST (CBCS)**

Where can you go from here?

ADVANCED EDUCATION OPPORTUNITIES

This comprehensive program is aimed at helping Learners achieve the first step in a new career. Once you have a foot in the door, though, the sky's the limit! There's a lot of room for growth in this field for dedicated Learners interested in continued professional development.

HEALTH INFORMATION MANAGEMENT CERTIFICATION

BACHELORS DEGREE (HEALTH INFORMATION MANAGEMENT)

ADVANCED CODING CERTIFICATIONS (I.E. HOSPITAL, AUDITOR, COMPLIANCE)

HEALTH INFORMATION TECHNOLOGY CERTIFICATIONS

ASSOCIATES DEGREE (HEALTH INFORMATION TECHNOLOGY

MEDICAL BILLING & CODING CERTIFICATION

NATIONAL CERTIFICATION AND/OR STATE LICENSURE ** WITH ON-THE-JOB TRAINING & SUPERVISION

HIGH SCHOOL DIPLOMA / GED (OR EQUIVALENT)

DO YOU HAVE WHAT IT TAKES?

- ✓ 7 hours of virtual instruction per week*

- ✓ 80% Attendance is required

- ✓ Additional career readiness and career advising/development required for job placement

POTENTIAL LIMITATIONS

- ✓ Criminal background check may be required

- ✓ Drug screen may be required by potential employers

MEDICAL BILLING & CODING
CAREER OUTLOOK

TARGET JOB: MEDICAL BILLING & CODING

AVG. ANNUAL SALARY:

$37,210

FULL-TIME OPPORTUNITIES AVAILABLE

Bureau of Labor Statistics projects

9%

Growth by 2030

JOB DESCRIPTION

The main role of medical billing and coding specialists is to ensure health providers are paid for medical services rendered. They are responsible for the accurate flow of medical information and patient data between physicians, patients and third-party payers. Without them, healthcare businesses could not function efficiently. In general, medical billing and coding professionals perform a variety of duties including reviewing medical procedures as documented by doctors, translating medical procedures into codes that can be translated by payers, other medical coders, and other medical facilities, transmitting coded patient treatment information to payers and other recipients, coordinating insurance reimbursement of care providers, and handling patient billing.

TYPICAL CAREER PATH

MEDICAL PRACTICE MANAGER

Work in a supervisory / management role overseeing all practice administrative and clinical staff.

MEDICAL RECORDS MANAGER

Oversee all patient records for a multi-physician practice.

MEDICAL SPECIALTY BILLING & CODING

Work on more involved and complex cases for specialty offices.

ENTRY-LEVEL BILIING & CODING SPECIALIST

Apply skills immediately as part of the health care team.

IS THIS THE RIGHT JOB FOR YOU?

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- ☐ Many entry-level jobs for candidates with introductory skills
- ☐ Work is typically in a physician's office environment, hospital or medical facility
- ☐ Contribute to overall patient well-being by ensuring their procedures and visits are covered by insurance
- ☐ Opportunity to interact with patients
- ☐ Opportunity to work as a team
- ☐ Jobs are becoming more and more available as healthcare expands

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- ☐ Clerical position that may require a significant amount of screen/desk time
- ☐ Requires working in a sterile environment and constant universal precaution procedures
- ☐ Requires significant attention to detail to ensure proper coding
- ☐ Working closely with patients and a great "customer/patient-care" attitude is essential
- ☐ May require continuing education

CAREER SERVICES SUPPORT
GUIDING YOUR CAREER TRANSITION

STRATEGIES FOR LEARNER SUCCESS

- ✓ Critical thinking and problem-solving strategies
- ✓ Workplace problems and solutions
- ✓ Self-assessment, and self-correcting to professional development goals and workplace learning
- ✓ Strategies and skills for learning
- ✓ Strategies and skills for planning and managing career development steps
- ✓ Strategies and skills for workplace projects

CAREER DISCOVERY, PLANNING, & RESUME DEVELOPMENT

- ✓ Develop a job search strategy with detailed tasks
- ✓ Determine personal attributes that affect a job search
- ✓ Identify the characteristics of excellent employees
- ✓ Determine career paths that are right for you
- ✓ Create a skills and experience development plan
- ✓ Develop a network of people to help your career search
- ✓ Conduct research on a position in your field of interest
- ✓ **Create an effective, professional resume to start the job search process**

1 Learners complete a resume intake form
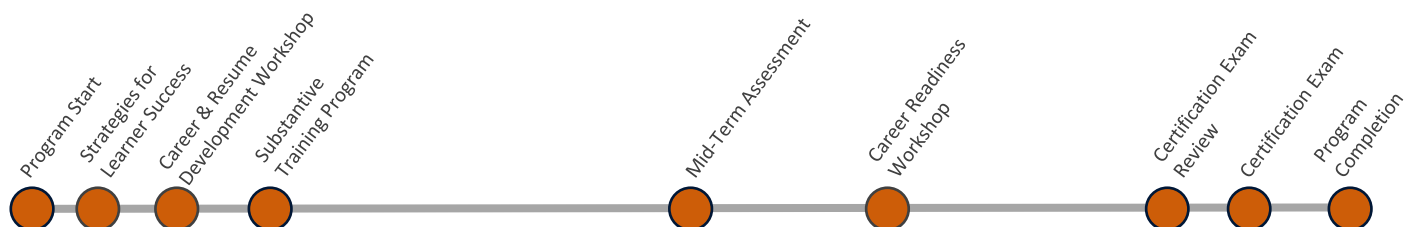
2 Learners consult with Advisor
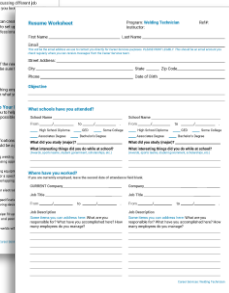
3 Learners develop a professional resume

CAREER READINESS

- ✓ Develop a plan for next steps in the career journey and continued learning
- ✓ Identify the interpersonal skills of successful employees
- ✓ Describe the communication process and criteria for effective communication for various workplace situations
- ✓ Identify customer and stakeholder needs and apply appropriate customer service strategies
- ✓ Explain professional strategies for conflict manage in the workplace
- ✓ Define the qualities of effective team members
- ✓ Create a plan to improve your professionalism skills in the workplace
- ✓ Properly complete a job application
- ✓ Write a cover letter for a specific job position
- ✓ Prepare for an interview
- ✓ Demonstrate your ability to participate in an interview
- ✓ Analyze the elements of accepting a job offer
- ✓ Create a five-year plan to manage your career

Program Start · Strategies for Learner Success · Career & Resume Development Workshop · Substantive Training Program · Mid-Term Assessment · Career Readiness Workshop · Certification Exam Review · Certification Exam · Program Completion

COMMIT TO SUCCESS
LEARNER REQUIREMENTS

YOU HOLD THE KEYS TO SUCCESS IN THIS PROGRAM

1 — MEET OR EXCEED THE MINIMUM EDUCATION REQUIREMENTS
High School Diploma/GED or equivalent are required for learners to enroll

2 — COMPLETE THE PRE-ENROLLMENT ASSESSMENT
This assessment will test several areas that determine whether this program is right for you or whether you've already got some skills that may be better suited for another program

3 — MANDATORY 80% ATTENDANCE COMMITMENT
Attending class is essential for learners to success in this program. Things will always come up, but make sure you have the time to commit to this program so you can get the most out of it.

4 — PARTICIPATE IN THE CAREER & RESUME DEVELOPMENT WORKSHOP
A professional resume is the first step in starting a new career. Let's show off your skills!

5 — PASS THE MID-TERM ASSESSMENT
We get it – tests are no fun. But it's important that we gage whether learners are absorbing and retaining the material.

6 — PASS THE NATIONAL/INDUSTRY CERTIFICATION EXAM
Employers are lining up for candidates who have the right qualifications for open positions. Let's get you certified!

LET'S GET TO WORK!

LEARNER SUPPORT & ADVISING AVAILABLE

Contact us
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708.534.3044

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