

Healthcare Reimbursement Medical Billing Course Syllabus

Recommended Prerequisites: Knowledge of medical terms and basic anatomy is suggested. (There are various free online courses available). Basic knowledge of medical coding is recommended but not required.

Clock Hours: 80 Hours (This only counts the time spent on the online course, not outside study time. Study time varies for each person.)

Course Length: Complete at your own pace within four months or less. Enrollment starts at the purchase date.

Class Hours: Days/Times Per Week: Online course access. Students log in weekly for two (2) hours (office hours and live lectures). Dates and times will be provided upon registration.

Certificate of Completion: Yes

CEUs: 40 CEUs are given upon completion (AAPC certified before enrollment; some certifications are excluded - check AAPC website).

Course Description: This course teaches about healthcare reimbursement through medical billing. Students learn about the healthcare reimbursement industry, pertinent healthcare laws and regulatory issues, and elements of the business of healthcare. They also learn billing basics for preparing medical claims, payer policies, and claim reconciliation. It's good for those planning a career in medical billing or taking a credentialing certification exam (e.g., AAPC CPB™) after this course.



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Course Objectives:

- Learn healthcare basics from a reimbursement viewpoint.
- Understand different health insurance models.
- Know legal and regulatory issues in healthcare payment.
- Understand the process of billing for medical services.
- Learn to use coding manuals (CPT®, ICD-10-CM, and HCPCS Level II) and apply medical necessity principles.
- Understand how to handle insurance claim denials and appeals.

Course Content:

- Introduction to Healthcare
- Health Insurance Models
- Patient Registration Process/Data Capture
- ICD-10-CM Coding Basics
- CPT® Coding Basics
- HCPCS Level II Coding Basics
- Medical Necessity
- Claim Forms
- Billing
- A/R and Collections Processes
- Government Carriers (Medicare, Medicaid, and TRICARE)
- Blue Cross/Blue Shield
- Commercial Insurance Carriers
- Workers' Compensation and Liability Insurance
- Final Exam

Methods of Evaluation: Reading, practice exercises, lectures, tests, and a final exam. To pass, students must complete all assignments, get 70% or higher on chapter tests and the final exam, and score 70% or higher overall.



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Included Reading Material: Medical Billing Training: CPB™ – eBook
AAPC; AAPC publisher.

Required Textbooks:

1. CPT® Professional Edition codebook (current year), AMA publisher
2. ICD-10-CM code book (current year), any publisher
3. HCPCS Level II Professional code book (current year), any publisher

Required books can be bought through AAPC or major booksellers. Students enrolling in exam preparation CPB™ courses are required to purchase the CPT®, ICD-10-CM, and HCPCS Level II code books. The course and exam are updated each calendar year. Students may use the current calendar year and/or the previous year's code books when taking any AAPC examination. However, it is strongly suggested that only current manuals be used for both the course and the certification exam. Students may need to consider purchasing code books for two different calendar years, if their exam is taken in a different calendar year from their course.

Recommended Textbooks/Supplies (Not Included):

1. Medical dictionary, any publisher

Computer Requirements: High-speed internet-supported OS & browser, Adobe Acrobat Reader.

Course Enrollment Fee: Full payment is due at enrollment. Fees listed don't include required/recommended books or computer needs, which students buy separately. See Terms and Conditions.

Schedule of Activities



Week	Topic
	Orientation
1	<ul style="list-style-type: none"> • Chapter One - Introduction to Healthcare • Read Chapter • Complete Quiz • Attend Office Hours and Live Lecture • Complete Chapter Exam Review
2	<ul style="list-style-type: none"> • Chapter Two - Health Insurance Models • Read Chapter • Complete Quiz • Attend Office Hours and Live Lecture • Complete Chapter Exam Review
3	<ul style="list-style-type: none"> • Chapter Three - Patient Registration • Read Chapter • Complete Quiz • Attend Office Hours and Live Lecture • Complete Chapter Exam Review
4	<ul style="list-style-type: none"> • Chapter Four - (Part I) Introduction to ICD-10-CM • Read Chapter • Complete Quiz • Attend Office Hours and Live Lecture • Complete Chapter Exam Review
5	<ul style="list-style-type: none"> • Chapter Four - (Part II) ICD-10-CM Continued • Attend Office Hours and Live Lecture • Make sure week 4 assignments are completed
6	<ul style="list-style-type: none"> • Chapter Five - (Part I) Introduction to CPT® • Read Chapter • Complete Quiz • Attend Office Hours and Live Lecture • Complete Chapter Exam Review
7	<ul style="list-style-type: none"> • Chapter Five - (Part II) CPT® Continued • Attend Office Hours and Live Lecture • Make sure week 6 assignments are completed
8	<ul style="list-style-type: none"> • Chapter Six - Introduction to HCPCS Level II • Read Chapter • Complete Quiz • Attend Office Hours and Live Lecture • Complete Chapter Exam Review



Week	Topic
9	<ul style="list-style-type: none">• Chapter Seven - Medical Necessity• Read Chapter• Complete Quiz• Attend Office Hours and Live Lecture• Complete Chapter Exam Review
10	<ul style="list-style-type: none">• Chapter Eight - CMS Claim Forms• Read Chapter• Complete Quiz• Attend Office Hours and Live Lecture• Complete Chapter Exam Review
11	<ul style="list-style-type: none">• Chapter Nine - Billing• Read Chapter• Complete Quiz• Attend Office Hours and Live Lecture• Complete Chapter Exam Review
12	<ul style="list-style-type: none">• Chapter Ten - AR and Collections• Read Chapter• Complete Quiz• Attend Office Hours and Live Lecture• Complete Chapter Exam Review
13	<ul style="list-style-type: none">• Chapter Eleven - (Part I) Govt Carrier Medicare• Read Chapter• Complete Quiz• Attend Office Hours and Live Lecture• Complete Chapter Exam Review
14	<ul style="list-style-type: none">• Chapter Eleven - (Part II) Govt Carrier Medicaid and Tricare• Read Chapter• Complete Quiz• Attend Office Hours and Live Lecture• Complete Chapter Exam Review
15	<ul style="list-style-type: none">• Chapter Twelve and Thirteen - Blue Cross Blue Shield and Commercial Insurance• Read Chapter (Ch 12 & 13)• Complete Quiz (Ch 12 & 13)• Attend Office Hours and Live Lecture• Complete Chapter Exam Review (Ch 12 & 13)
16	<ul style="list-style-type: none">• Worker's Compensation, PIP and Liability.• Read Chapter• Complete Quiz• Attend Office Hours and Live Lecture• Complete Chapter Exam Review