

BOSTON REED COLLEGE®
Allied Health Training Programs
Official Course Outline

Medical Billing

Goals and Purpose: Upon successful completion of course, the student will receive a certificate of completion from Boston Reed College. Once the student is established in the profession, the student may seek professional certification with one of several organizations. This program was designed to introduce students to the major nationwide medical insurance programs, give students a basic knowledge of the national diagnostic and procedural coding systems and simplify the process of filing claim forms.

Objectives and Outcomes:

At the end of the course the student will be able to:

1. List and discuss the responsibilities of health insurance specialists.
2. Outline the confidentiality issues in the transmission of sensitive patient records via facsimile and the Internet.
3. Describe the authorization process for a patient requesting an appointment.
4. List the managed care models.
5. Apply the basic steps in coding diagnoses using the ICD-9 coding system.
6. Explain the basic format of the CPT-4 system.
7. Accurately code inpatient and outpatient procedures using HCPCS Level I and II codes.
8. State the processing steps that must take place before a completed form can be mailed to the insurance company.
9. Complete the following claims accurately:
 - a. Commercial fee-for-service
 - b. Blue Cross/Blue Shield
 - c. Medicare
 - d. Medicaid
 - e. CHAMPUS/CHAMPVA/TRICARE
 - f. Worker's Compensation
 - g. Disability Compensation

Instructional Units/Hours of Instruction:

<i>Topic.....</i>	<i>Hours</i>
1. Medical Terminology.....	7
2. HIPAA	7
3. Role and Responsibilities/Introduction to Health Insurance	7
4. Managed Health Care & Life Cycle of Claims	7
5. Legal Considerations Diagnostic Coding	7
6. Procedural and HCPCS Coding	14
7. HCFA Reimbursement & Coding Practice	14
8. HCFA 1500	14
9. Filing Commercial Claims	14
10. Blue Cross/Blue Shield	14
11. Medicare/Medicaid	14
12. TRICARE / Workers' Compensation	7
	<i>Total Hours – 126</i>

Instructional Strategies:

- Lecture
- Overhead transparencies
- Group activities
- Independent activities
- Billing software
- Textbook
- Workbook

Methods of Evaluation:

- Quizzes
- Class discussion
- Class participation
- Skills demonstration
- Workbook activities
- Midterm exam
- Final exam

Course Repetition:

If the student does not achieve at least 80 percent in the course he or she should repeat the course until that objective has been achieved.

For Adult Education Centers as appropriate:

CDE Course Title: Health, Science and Medical Technology – Support Services

A-22 #: 4.4255

Approvals: Board of Education ___/___/___ CSDE ___/___/___