AAPC - Medical Billing and Reimbursement Syllabus

Prerequisites: Knowledge of medical terminology and anatomy (or AAPC courses) recommended.

Clock Hours: 80

Course Length: To be completed at student's own pace within a 4-month period or less. Enrollment date begins at date of purchase.

Class Hours: Days/Times Per Week: Online course, independent self-study, no classroom meetings; student may login to course at their own time schedule, no specific login times. If you complete one module per week, you will stay on track. Students may email course content questions to AAPC coaching staff.

Certificate of Completion Issued: Yes

Course Description: Medical Billing introduces the student to health insurance and reimbursement. In this course the student will become familiar with common medical billing practices, the health insurance industry, legal and regulatory issues and differences in reimbursement methodologies. The student will learn principles of medical billing related to proper claim form preparation, submission and payment processing, and the follow up process. This course is recommended for anyone who is preparing for a career in a medical billing department at a physician's office, clinic or similar positions.

Course Objectives:
1. Describe the variety of career possibilities and areas of specialization open to those trained as insurance billing specialists.
2. Distinguish between the major classes of health insurance contracts.
3. Understand the legal regulatory considerations involved in health care reimbursement.
4. Explain the process of a physician-based insurance claim including obtaining patient data, claim form completion, insurance carrier processing and payment received.
5. Demonstrate the ability to use the three major coding manuals, CPT®, ICD-9-CM and HCPCS.
6. 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.

Course Content:
    Module 1—Health Insurance Specialist Career
    Module 2—Introduction to Health Insurance/Managed Health Care
    Module 3—Processing an Insurance Claim
    Module 4—Legal and Regulatory Issues
    Module 5—ICD-9-CM Coding
    Module 6— CPT® Coding
    Module 7— HCPCS Coding System
    Midterm Exam
    Module 8— CMS Reimbursement Methodologies
    Module 9— Coding for Medical Necessity
    Module 10—Essential CMS-1500 Claim Instructions
    Module 11— Commercial Insurance
    Module 12— Blue Cross and Blue Shield Plans
    Module 13— Medicare

Module 14— Medicaid
Module 15— TRICARE
Module 16— Workers' Compensation
Final Exam

Methods of Evaluation:

The instructional methods used include reading assignments, practice exercises, audio lectures, discussion board assignments, module review tests. To receive certificate of completion, students must achieve a passing score of 70% or higher and complete the course within a 4-month time period. No reduced hours in the course or tuition discount for previous education or training will be granted.

Included Textbooks:

1. Understanding Health Insurance, A Guide to Billing and Reimbursement 10th Edition - Textbook;
   JoAnn C. Rowell and Michelle A. Green; ISBN: 1111035180
2. Understanding Health Insurance, A Guide to Billing and Reimbursement 10th Edition - Workbook;
   JoAnn C. Rowell and Michelle A. Green; ISBN: 1111035202

Required Textbooks (Not Included):

1. CPT® Professional Edition (current year), AMA publisher
2. ICD-9-CM Volumes 1 & 2 (current year), any publisher
3. HCPCS Level II Professional (current year), any publisher

Required textbooks may be purchased through AAPC or any major bookseller.

Recommended Textbooks/Supplies (Not Included):

1. Medical dictionary, any publisher

Computer Requirements: High-speed internet connection with Blackboard supported Operating System & Web browser; Windows Media Player; Adobe Reader