MEDICAL INSURANCE AND BILLING COURSE DESCRIPTION

This course includes terminology, and an overview of the medical claim process from initial patient appointment through the final financial transaction. Students will learn to identify and resolve patient billing complaints, verify patient insurance coverage, apply diagnosis and procedure coding and adhere to HIPAA guidelines and regulations. This 51-hour course will benefit anyone in the medical field (new or established) including the medical billers and coders, receptionists, medical assistants and office nurses. Students will be eligible to take the professional certification exam upon completion of the course.

Course: Medical Insurance and Billing
19-week course, Wednesday evenings, 5:30 PM – 8:30 PM
March 25 – July 29, 2020 - Olean BOCES Center

Course cost: $550 tuition; $115 textbooks

Course teaches medical insurance and billing and gives a complete overview of the medical claim process. Each student receives a working text that includes 10 complete medical billing cases to help increase your skills.

A general overview consists of the following:

- Learn to speak the language. A brief lesson on common medical words and their importance to every office employee.
- The office team. Learn the role each employee plans in collecting information required to file a medical claim.
- Learn how the medical claim cycle works; gives an overview of the claim-filing process.
- Private Indemnity and Managed Care Medical Plans. Defines differences and similarities between the types of plans.
- Government Medical Plans.
- Diagnosis coding – understanding ICD-10 codes.
- Evaluation and Management coding – understanding CPT-4 codes.
- HCPCS coding.
- HCFA-1500 claim form – learn the requirements for each field on the HCFA-1500 medical insurance claim form.
- Reimbursement – learn how to evaluate each payment received and determine whether additional action is warranted.
- Critical Thinking Skills – learn how to “troubleshoot” and analyze potential problems.
- Identify and resolve patient billing complaints
- Verify patient insurance coverage
- Diagnosis and procedure coding
- Adherence to HIPAA guidelines and regulations

Please call Christine Clute at 716-376-8268 to register.

This class is approved by the New York State Education Department for Veterans’ training.

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