



MEDICAL BILLING COURSE DESCRIPTION

Learn medical billing and gain a complete overview of the medical claim process from initial patient appointment through the final financial transaction. This course will benefit anyone in the medical field (new or established) including the biller, front desk personnel, nurse practitioners, and doctors by providing needed information and understanding the entire claim cycle.

Course Outline/Information:

Course: Medical Insurance Made Easy

**17-week course, Wednesday evenings, 5:30 PM – 8:30 PM
March 7 – June 27, 2012 - Olean BOCES Center**

Course cost: \$400 tuition; \$95 textbook

Course teaches medical billing and gives a complete overview of the medical claim process. Each student receives a working text and CD-ROM 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 plays 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-9 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 Halliday at 716-376-8268 to register.

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

Equal Opportunity Notice

CA BOCES hereby advises students, parents, employees and the general public that it offers employment, programs and educational opportunities, including vocational education opportunities, without regard to gender, race, color, national origin, handicap or any other legally protected status. Inquiries regarding this nondiscrimination policy and grievance procedures may be directed to: Human Resources Director, Cattaraugus-Allegany BOCES, 1825 Windfall Road, Olean, NY 14760; 716-376-8237.