Medical Billing and Coding

at ACE Computer Training Center, where it is all about Excellence in Education!

You Will Learn How To

☞ Develop foundation skills in medical billing and coding & prepare for challenges and employment opportunities in the medical field
☞ Have a firm foundation in medical terminology, meanings, and pronunciations
☞ Have a clear and concise presentation of terms reinforced by practice exercises
☞ Have an overview of health insurance systems, managed care systems, medico-legal and ethical responsibilities, confidentiality, drugs, and prescription records
☞ Do computerized medical billing using MEDISOFT
☞ Become prepared for the "Certified Biller and Coder" exam conducted by The National Healthcareer Association (NHA).

Course Benefits

This Course teaches the different procedures for billing, reviewing, and filing of health insurance claim forms. In addition to the above, the course offers the students medical terminology, ICD-9-CM and CPT coding concepts. This course also helps students to prepare for the "Certified Biller and Coder" exam conducted by The National Healthcareer Association (NHA).

Who Should Attend

Students who are interested in pursuing a career as a Medical Biller and Coder should attend this course. This course prepares and gives a comprehensive insight on the above mentioned areas.

Medical Terminology

☞ Introduction to body organizations
☞ The structure of medical words - root, suffix, prefix
☞ Introduction to various body systems (musculoskeletal, cardiovascular, lymphatic, respiratory, nervous, endocrinal, digestive, urinary, reproductive, etc.) and related terminology
☞ Terminology related to common areas of Medical Terminology related to common diagnostic tests and procedures, common treatments and therapies.
☞ Units of medical measurement

Medical Insurance & Billing

☞ Overview of Medical Records and Insurance
☞ Guidelines for handling medical records
☞ Release of patient information and retention of records
☞ Legal issues involving medical claims and records
☞ Patient/physician/provider contracts
☞ Assignment of benefits
☞ HIPAA regulations
☞ The insurance policy and common types of coverage plans
☞ Methods of processing medical insurance claims
☞ Orientation to Medical Codes
☞ Definition and function of CPT and HCPCS
☞ Types of coded procedures
☞ The format of the CPT manual
☞ Definition and function of ICD-9-CM codes
☞ Insurance Billing Procedures
☞ Health care payer procedures
☞ HMO's, PPO's and IPA
☞ Blue Cross/Blue Shield
☞ Medicare and Medicaid
☞ Worker's compensation
☞ Types of forms
☞ Claims processing
☞ Computerized Medical Recordkeeping
☞ Filing electronic claims
☞ System maintenance and backup and restore files

Medical Coding

☞ CPT-4 and HCPCS Coding
☞ Principles of coding medical procedures
☞ Introduction to the CPT Manual
☞ Using the CPT code book
☞ Locating and using the proper code
☞ Coding guidelines and coding for multiple procedures
☞ HCPCS
☞ Factors and levels of E/M service
☞ E/M coding
☞ Specialized Sections
☞ ICD-9-CM manual
☞ The ICD-9-CM manual
☞ Orientation to Volume 3 Procedures
☞ Diagnostic coding and reporting Requirements for physical billing (HCFA)

Exam Prepared For

Certified Medical Biller & Coder Specialist

www.acecareer.edu

Why ACE?

☞ Licensed by New York State Department of Education
☞ Microsoft Certified Partner
☞ Authorized Prometric & VUE Testing Center
☞ Job Placement Assistance
☞ Financing Available
☞ Certified Instructors
☞ Test Preparation Classes
☞ Books & Manuals provided for all courses

ACE Offers

MS Office
PC Technician (A+)
Networking Concepts (N+)
Windows 2008 Networking
Inter-Network Devices (CCNA)
Advanced Cisco Networking (CCNP)
EKG & Phlebotomy
Medical Billing and Coding
Web Design
Graphic Design
QuickBooks Bookkeeping
Peachtree Bookkeeping
And Much More.....

National Healthcareer Association Approved Examination Site

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