Medical Billing and Coding

at Ace Institute of Technology, 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

Course Benefits

The 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 and CPT coding concepts. The course also helps students to prepare for the "Certified Biller and Coder" exam conducted by The National Healthcareer Association (NHA).

Introduction to Medical Terminology (30 hours)

- 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 diagnostic tests and procedures, common treatments and therapies.
- Units of medical measurement

Medical Insurance, Billing and Records (60 hours)

Overview of Patient Records and Insurance

- the medical record
- the insurance policy
- basic process of handling medical insurance claims
- legal issues involving medical claims

Orientation to Medical Codes

- definition and function of CPT and HCPCS
- definition and function of ICD codes
- defining Diagnosis Related Groups
- defining PRO's and AEP's
- ADA codes

Insurance Billing Procedures

- health care payer procedure
- types of forms
- guidelines for acceptability
- claims processing

Managing Accounts

- establishing professional fees
- receiving payments
- office accounting systems
- cash versus accrual accounting
- posting procedures
- disbursement procedures
- petty cash procedures
- office billing and collections procedures

Computers in the Medical Office (60 hours)

Program orientation

- starting and exiting the system
- using menus
- navigating between screens
- output options

The Patient Account

- patient account fields
- adding a new patient account
- changing patient account information
- deleting a patient account
- entering and editing a patient transaction
- printing forms and receipts
- scheduling a recall appointment

Scheduling

- accessing the schedule
- viewing appointments by date
- viewing appointments by patient
- scheduling new appointments
- changing and deleting appointments
- printing the appointment schedule

Outputting reports, statements & forms

- printing reports
- printing patient statements, bills and mailing labels
- printing claim forms
- filing electronic claims
- editing and printing lists
- creating new lists

System maintenance

- backup data files
- restore data files
- month-end processing
- updating support files information

Exam Prepared For

"Billing and Coding Specialist" by National Health Career Association

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

ACE INSTITUTE OF TECHNOLOGY

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