Medical Billing Course Outline

Unit 1: Blackstone’s Skills for Success
   Chapter 1: Discover How You Learn
   Chapter 2: Find a Place to Study
   Chapter 3: Learn How to Study

Unit 2: Introduction to Computers, Keyboarding, and Office Technology
   Chapter 1: Introduction to Computers
   Chapter 2: Keyboarding
   Chapter 3: The Internet
   Chapter 4: Other Types of Office Technology

Unit 3: Introduction to Insurance Billing and Coding 1
   Chapter 1: Role of an Insurance Billing Specialist
   Chapter 2: HIPAA Compliance and Privacy in Insurance Billing
   Chapter 3: Basics of Health Insurance
   Chapter 4: Medical Documentation and the Electronic Health Record
   Chapter 5: Diagnostic Coding
   Chapter 6: Procedural Coding

Unit 4: Introduction to Insurance Billing and Coding 2
   Chapter 7: The Paper Claim CMS-1500 (08-05)
   Chapter 8: Electronic Data Interchange: Transactions and Security
   Chapter 9: Receiving Payments and Insurance Problem Solving
Chapter 10: Office and Insurance Collection Strategies
Chapter 11: The Blue Plans, Private Insurance, and Managed Care Plans
Chapter 12: Medicare
Chapter 13: Medicaid and Other State Programs

Unit 5: Introduction to Insurance Billing and Coding 3

Chapter 14: TRICARE and CHAMPVA
Chapter 15: Workers’ Compensation
Chapter 16: Disability Income Insurance & Disability Benefit Programs
Chapter 17: Hospital Billing
Chapter 18: Seeking a Job and Attaining Professional Advancement