



## **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