



# Medical Billing

## COURSE BROCHURE & SYLLABUS

Harness the power of online education to get the promotion you really want, keep your skill set current, or expand your job responsibilities! By reviewing this information, you have already taken that important first step toward a better future.

**B**lackstone Career Institute's online certificate courses enable you to learn new skills at your own pace without disrupting your present job or lifestyle. Upon completion, you will have a Medical Billing certificate, along with the skills and confidence necessary to achieve your professional development goals. Best of all, some employers will sponsor your training through tuition reimbursement programs.



# Your Course Overview

## Unit 1 Blackstone's Skills for Success

In this unit, you will discover how you learn as well as your learning style. You will understand how you learn best by reading about intrinsic versus extrinsic motivation, field dependence and independence, self-efficacy and self-determination. Visual, auditory, and kinesthetic learners will be discussed along with the differences between them. You will also receive some tips regarding your study space, the best time to work, and goal setting. Learning strategies, along with note-taking and memory tricks, are also an important part of this unit.

## Unit 2 Introduction to Computers, Keyboarding and Office Technology

Unit 2 covers how computers are used in the office today, the different types of computers, and the parts of a computer system. Basic keyboarding skills will be introduced. In this lesson you will also learn about the Internet, URLs, search engines, and e-mail. Office technology will be discussed, including office telephones, different types of telephone calls, fax machines, photocopiers, multipurpose machines, transcribers, digital cameras, and wireless communication.

*Blackstone Typing Tutor* (accessible through the Online Student Center)

## Unit 3 Introduction to Insurance Billing and Coding 1

Unit 3 begins your study of insurance billing and coding procedures. In this unit, you will learn about the roles and responsibilities of the health insurance specialist, employment opportunities, and basic skill requirements. You will develop a basic understanding of managed healthcare and its effect on administrative procedures in a physician's office. You will follow the life cycle of an insurance claim, and read about the legal and regulatory considerations. ICD-9-CM and ICD-10-CM coding and guidelines are introduced in this unit.

*Insurance Handbook for the Medical Office*

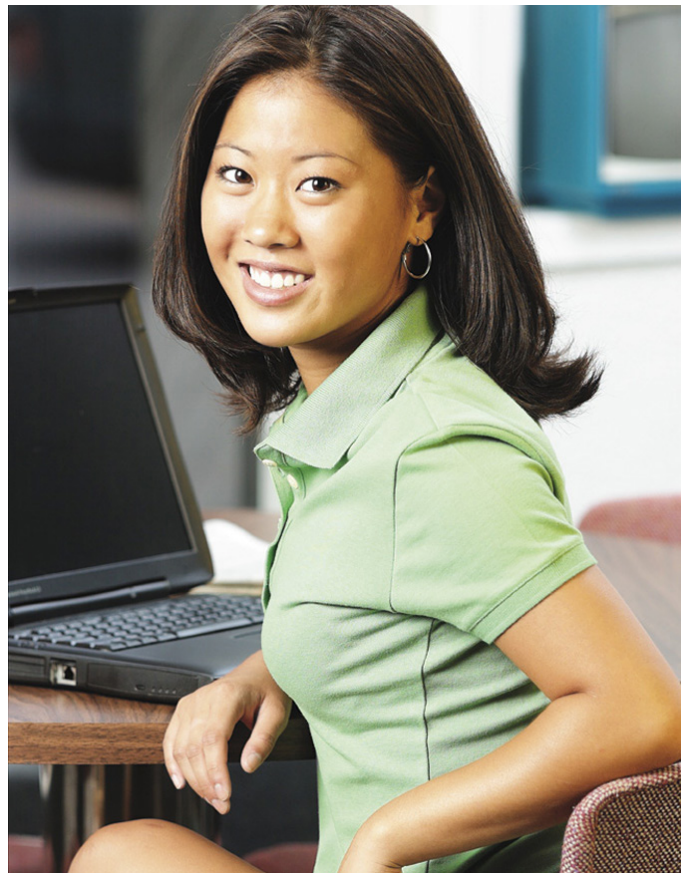
*Access to coding manuals (ICD-9 and ICD-10, HCPCS, and CPT through the Encoder Pro online database*

## Unit 4 Introduction to Insurance Billing and Coding 2

In Unit 4, you will learn about the CPT and HCPCS Coding Systems, CMS reimbursement issues, the Medicare fee schedule and CMS regulations that impact reimbursement. Coding from source documents is covered and CPT/HCPCS billing considerations are also covered. Essential CMS 1500 claim form instructions are given along with general billing and reporting guidelines. Commercial claims are also discussed.

## Unit 5 Introduction to Insurance Billing and Coding 3

Unit 5 covers Medicare, Medicaid, TRICARE and workers' compensation. The OSHA Act of 1970 is covered and claim instructions are discussed. Hospital billing and attaining a professional position in the field are also touched upon.





# A Blackstone Education Provides ...

## Superior Student Services

You are never alone when studying with Blackstone.

Even though there is no formal campus or classrooms, we offer assistance to our students that is second to none.

## Program Assistance

Our education department is only a phone call, fax, or e-mail away if you ever need help with your course studies. Use our toll-free number to access our staff or e-mail your questions 24 hours a day, 7 days a week.

## Instant Grading

Immediate feedback is provided for all exams submitted through the Online Student Center—you will receive an electronic grade report instantly!

## Ample Time

Students are permitted up to twelve months to complete one of our certificate courses. You can finish your online training quickly or take up to the full time allotted.

## Affordable Tuition

The Medical Billing Course tuition covers everything you need to complete your certificate course including all textbooks, study guides and study units, exam evaluation services, access to the Online Student Center, and your certificate.

## Financial Assistance

Many employers offer benefit programs to reimburse employees for tuition expenses. Check with your employer to see if you are eligible.

Payment plans are also available for financing your online training. Call Blackstone at 1-800-826-9228 to find out more today!

## Online Student Center

Included with your tuition, you will have online access to your study guides and study units, exams, grades, discussion boards, and more.

## Freedom and Flexibility

There are no fixed classes to attend, so you can study anytime, anywhere. Study guides are available online, wherever you are.

## The Blackstone Facebook Page



Become a member of one of the premier social networking sites to chat with other students and share career advice. This is a great tool to keep you up to date on the latest news from Blackstone.

## The Blackstone Career Center

Provides job search strategies, a job search databank, and career resources.





# Online!

## Benefits of Blackstone Online

- Online testing
- Instant results
- Access to your records
- Access to grades & transcript
- Online chats with students & faculty
- Download your lessons anytime, anywhere
- Online student support
- Web resources

*Best of All ...*

No Additional Charge  
this is part of your standard tuition!

## System Requirements



**Reliable Internet Connection**



**An Active E-mail Account**



**Speakers/Working Sound System**



**Printer**



**Most recent version of a web browser such as  
Microsoft Internet Explorer, Mozilla Firefox, or  
Google Chrome**



### Licensure, Accreditation and Memberships

Blackstone Career Institute's credentials are your assurance that Blackstone meets quality educational and business standards set by reputable organizations that have assessed our programs and business operations.

Blackstone is:

- Licensed by the State Board of Private Licensed Schools, Department of Education, Commonwealth of Pennsylvania
- Nationally accredited by the Distance Education Accrediting Commission, Washington, D.C.
- Regionally accredited by the Middle States Commission on Secondary Schools, Philadelphia, PA
- An accredited member of the Better Business Bureau with a rating of A+
- Member of the Greater Lehigh Valley, PA Chamber of Commerce
- Selected by G.I. Jobs magazine as a Military-Friendly School



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