Medical Billing

COURSE BROCHURE

Blackstone
CAREER INSTITUTE™
1890

IN BRIEF

Blackstone Career Institute's online certificate courses enables 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. Additionally, 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 your learning style by reading about intrinsic versus extrinsic motivation, field dependence and independence, self-efficacy and self-determination. Visual, auditory, and kinesthetic learners will be compared. You will receive tips regarding your study space, the best time to work, and goal setting. Learning strategies, note-taking and memory tricks, are also an important part of this unit.

Unit 2 Introduction to Computers, Keyboarding and Office Technology

Learn 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. Become an expert on topics such as: the Internet, search engines, and e-mail. Office technology will be demonstrated, including office telephones, fax machines, photocopiers, multipurpose machines, transcribers, digital cameras, and wireless communication.
Blackstone's Typing Tutor (found in the Online Student Center)

Unit 3 Introduction to Insurance Billing & Coding 1

Beginning your study of insurance billing and coding procedures, you will learn about the roles and responsibilities of the health insurance specialist, employment opportunities, and basic skill requirements. You will gain 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-10-CM coding and guidelines are introduced.
Insurance Handbook for the Medical Office
Access to coding manuals (ICD-9-CM and ICD-10-CM, HCPCS, and CPT) through the Encoder Pro online database

Unit 4 Introduction to Insurance Billing & Coding 2

In Unit 4, gain information 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 examined and CPT/HCPCS billing considerations are also reviewed. Essential CMS 1500 claim form instructions are given along with general billing and reporting guidelines. Commercial claims are also included.

Unit 5 How to Find a Job in Healthcare

Unit 5 covers Medicare, Medicaid, TRICARE and workers' compensation. the OSHA Act of 1970 is defined and claim instructions are clarified. Hospital billing and attaining a professional position in the field are expanded.

What you receive with your course

Your course consists of five units, including the following e-books and electronic resources, to assist you step-by-step through the course.

Insurance Handbook for the Medical Office
by Marilyn T. Fordney, Elsevier

This e-book is a comprehensive source for teaching the subject of health insurance and reimbursement. The book covers managed health care, legal and regulatory issues, medical coding systems, reimbursement methodologies, coding for medical necessity, and common health insurance plans.
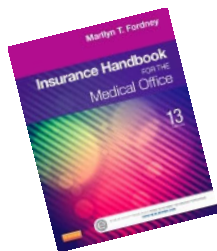
Optum360 Encoder Pro

You will have access to a searchable database, coding manuals **ICD-9-CM and ICD-10-CM, HCPCS Level II and CPT.**

Blackstone Typing Tutor

Blackstone's exclusive Typing Tutor will help to increase your typing speed and accuracy.

Online Student Center

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

Graduation Documents

Upon successful completion of the entire course, you will receive an official transcript and a certificate. A copy of your transcript will be on permanent file and available at a nominal fee.