

Medical Claims and Billing Specialist



COURSE OUTLINE

In as little as four months you can be ready to start making money as a Medical Claims and Billing Specialist. U.S. Career Institute prepares you to work at home or in doctors' offices, hospitals, clinics or in other private industries.

You get everything you need to know in easy-to-understand lessons that take you step by step from the basics of medical terminology, anatomy, diagnosis and treatment of disease, through coding procedures and processing medical claims. This outline gives you a preview of what you will learn.

INSTRUCTION PACK I

The Exciting World of Medical Claims

Your first lesson is your introduction to the medical billing process as a whole, from checking in patients to depositing payments from insurance providers.

How Insurance Works

You will learn the language of health insurance and become familiar with the types of insurance programs in use today.

Handling Claims

This lesson covers important insurance concepts, preauthorization, diagnostic and procedure coding, as well as proper procedures for follow-up.

Career Opportunities

Explore the many options open to claims and billing specialists. Begin to assess which career is the best fit for you.

Medical Terminology—Word Parts

Medicine has its own language. Discover the basic building blocks of all medical terms: root words, prefixes and suffixes.

Dividing and Combining Medical Terms

Continue your study of the language of medicine. You will learn the specific rules of dividing a medical term into its word parts.

Also Included in Pack I

- School Catalog • Medical Claims Glossary
- Student Handbook • Quick-Learn Kit, including CD and Flashcards • Quiz Answer Sheets and Return Envelopes

INSTRUCTION PACK II

Abbreviations, Symbols and Special Terms

Learn the abbreviations and symbols commonly used in medicine, as well as eponyms, sound-alikes, opposites and rules for medical plurals.

Introduction to Anatomy

It is important for everyone working in the field of medicine to understand the relationships between anatomy, physiology and pathology.

The Anatomy of the Human Body

This lesson gives detailed instruction on the anatomy of the human body from cells to tissues to organs to organ systems.

Organ Systems I

Five organ systems are covered in this lesson: musculoskeletal, neurological, cardiovascular, immune and integumentary (skin).

Organ Systems II

The five remaining organ systems—respiratory, gastrointestinal, genitourinary (male), reproductive (female), and endocrine (glands)—are discussed.

Medicaid and Medicare

Find out about the government programs of Medicaid, Medicare, Medigap and Medi-Medi plus the HCPCS system.

Also Included in Pack II

- Human Anatomy Flashcards
- Quiz Answer Sheets and Return Envelopes



INSTRUCTION PACK III

Private Insurance and Managed Care Programs

Learn the characteristics of private and group health care insurance, including HMOs, PPOs, POS plans and PPGs.

Military Insurance, Workers' Comp and COBRA

Medical coverage offered through TRICARE and CHAMPVA are presented in this lesson, as well as workers' compensation and disability insurance.

Diagnostic (ICD-9-CM) Coding

Go step by step through the International Classification of Diseases (ICD) and learn how to use the ICD-9-CM to correctly code a physician's diagnosis. Discover how to handle coding in important situations, such as unconfirmed diagnoses, multiple diagnoses and late effects coding.

Procedure Coding

Learn about procedure coding, including how to use Current Procedural Terminology (CPT) book format. Also learn about modifiers, methods of payment and the Health Care Financing Administrative Common Procedure Coding System (HCPCS).

Integrating ICD-9-CM and CPT Codes

Find out how to integrate ICD-9-CM and CPT codes, and practice assigning them to patient scenarios.

Determining Payment

Discover the many methods used to determine the amount reimbursed to providers. You will learn about the usual, customary and reasonable standard, fee schedules and relative value studies.

Also Included in Pack III

- Human Anatomy Flashcards
- Quiz Answer Sheets and Return Envelopes

INSTRUCTION PACK IV

Completing the CMS-1500 Claim Forms

This lesson gives detailed instructions for completing the CMS-1500 insurance claim form, with special considerations necessary for Medicare and Medicaid.

Completing the CMS-1500 Claim Form for Various Carriers

Here you will review processing the CMS-1500 forms, confidential physician files and patient forms. You will use your new knowledge as you complete the claim form for various carriers in extensive, hands-on practice.

Preparing UB-04 (CMS-1450) Form

Learn step by step how to complete the UB-04 insurance form primarily used in hospitals.

Medical Billing Technology

You'll receive in-depth, easy-to-understand instruction on the evolving technology of the claims field.

Also Included in Pack IV

- Computers—A Buyer's and User's Guide • Claims Resource Supplement • Quiz Answer Sheets and Return Envelopes
- Electronic Claims Software—Educational Version

INSTRUCTION PACK V

Interpreting EOB Statements

This lesson will enable you to read and understand the explanation of benefits received from various insurance carriers.

Secondary Claims and Managing Accounts

Learn about preparing secondary claims and how to manage accounts receivable and insurance logs.

Solving Problems with Insurance Carriers, Physicians and Patients

Learn how to deal with insurance companies and patients when there is a problem with a claim or bill. You will get step-by-step instruction on following through on insurance, patient and physician problems.

Legal Issues Affecting Medical Claims and Records

Learn about liability insurance, insurance audits, malpractice claims and the requirements of the new HIPAA guidelines.

Also Included in Pack V

- Medical Claims and Billing Jobs Finder
- Quiz Answer Sheets and Return Envelopes



The Jobs Finder

A U.S. Career Institute exclusive!

This important text has been continually updated and perfected by our experts. The Jobs Finder will give you step-by-step guidance in getting your first job. You'll learn how to create the best resume for yourself...how to write a letter of inquiry...how to perfect your interview skills and much, much more.

Bonus!

SPECIAL GRADUATION GIFT!

When you graduate, we'll send you a state-of-the-art **Flash Drive** for your computer! This gift is our way of letting you know how proud we are of you for reaching your goal. This small, compact device has the capacity to store your largest documents, photos, music and video clips, and it can be connected to the USB port of any computer.



U.S. Career Institute®

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Get Expert Training from U.S. Career Institute...with over 25 years of experience training busy adults for new moneymaking careers!

Here's What You Get! It's yours to use in your course... and your career!



We reserve the right to substitute items of equal or greater value when it becomes necessary.

Everything you need...books, lessons, learning aids... it's all included with your course!

You'll be specially trained to work at home as well as in hospitals, clinics, doctors' offices, insurance companies and other corporations in private industry.



With years of experience in her own work-at-home business, Pam Weston saw the moneymaking opportunity for people who would rather work at home than travel to an office. So when she started her teaching career over 25 years ago, she placed special emphasis on how people with families can work at home. Of course, every U.S. Career Institute graduate also is fully qualified to work in hospitals, clinics and doctors' offices, as well as for other companies in private industry. So whether you prefer to work at home or in an office, you can look forward to making up to \$40,000 a year or more as your speed and accuracy increase with experience.



Your Certificate from U.S. Career Institute designates you as a trained Medical Claims and Billing Specialist. You will be proud to display it in your home or office as a symbol of your achievement!

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There is nothing more rewarding than working in a career where your efforts really help others. And as a trained Medical Claims and Billing Specialist, you are offered the best of both worlds...all the benefits of working at home and the opportunity to make good money. Plus you will have a secure career in the rapidly growing healthcare field. We urge you to start your training today!

Pam Weston



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