CPB™ Medical Billing Course Syllabus

Prerequisites: Knowledge of medical terminology and anatomy (or AAPC courses) recommended.

Clock Hours: 80 (*Note:* 80 clock hours accounts only for time spent in the online course, and does not include time spent outside the course or study time. Study time will vary widely per individual.)

Course Length: To be completed at student's own pace within a 4-month period or less. Enrollment date begins at date of purchase.

Class Hours: Days/Times Per Week: Online course, independent self-study, no classroom meetings; student may login to course at their own time schedule, no specific login times.

Certificate of Completion Issued: Yes

CEUs: 40 CEUs upon completion (AAPC certified prior to enrollment; some certifications excluded – see AAPC website for more details.)

Course Description: This course introduces the student to health insurance and reimbursement. In this course, the student will become familiar with the health insurance industry, legal and regulatory issues, and differences in reimbursement methodologies. The student will learn principles of medical billing related to proper claim form preparation, submission and payment processing, and the follow up process. This course is recommended for anyone who is preparing for a career in a medical billing department at a physician's office, clinic, or similar positions. This course is strongly recommended for anyone who is preparing for AAPC's CPB™ certification exam.

Course Objectives:

- Review an introduction to healthcare from a medical billing perspective.
- List a variety of health insurance models and how they affect medical entities.
- Understand the legal regulatory considerations involved in health care reimbursement and collections.
- Explain the process of a physician-based insurance claim including obtaining patient data, claim form completion, insurance carrier processing and payment received.
- Demonstrate the ability to use the three major coding manuals, CPT®, ICD-10-CM, and HCPCS Level II, and apply medical necessity standards.
- Explain the follow up process for A/R in a physician's office, including the top denials by insurance carrier along with their appeals process.

Course Content:

- Introduction to Healthcare
- Health Insurance Models
- Patient Registration Process/Data Capture
- Introduction to ICD-10-CM Coding
- Introduction to CPT® Coding
- Introduction to HCPCS Level II Coding
- Medical Necessity
- Claim Forms (CMS-1500 and UB-04)
- Billing
- A/R and Collection Concepts
- Government Carriers (Medicare, Medicaid, and TRICARE)
- Blue Cross/Blue Shield
- Commercial Insurance Carriers

- Workers' Compensation
- Final Exam

Methods of Evaluation:
The instructional methods used include reading assignments, practice exercises, practical applications, interactive video/audio lectures, chapter review tests, and final exam. To receive a certificate of completion, students must successfully complete the course within the allotted time frame of 4 months or less (monthly extensions may be purchased).

Successful course completion includes:

- An attempt of all required quizzes and practical application assignments
- A passing score of 70% or higher on all chapter review exams
- A passing score of 70% or higher on final exam
- An overall final course score of 70% or higher

No reduced hours in the course or tuition discount for previous education or training will be granted.

Included Reading Material:

1. Medical Billing Training: CPB™ 2022- eBook AAPC; AAPC publisher

Required Textbooks (Not Included):

1. CPT® Professional Edition code book (2022 year), AMA publisher
2. ICD-10-CM code book (2022 year), any publisher
3. HCPCS Level II Professional code book (2022 year), any publisher

Required code books may be purchased through AAPC or any major bookseller.

Recommended Textbooks/Supplies (Not Included):

1. Medical dictionary, any publisher

Computer Requirements: High-speed internet connection with Blackboard supported Operating System & Web browser (see "Course Requirements" tab at http://www.aapc.com/training/online-medical-billing-training-course.aspx); Adobe Acrobat Reader. For best experience, use of a mobile device is not recommended.

Course Enrollment Fee: Payment is due in full at time of enrollment. Fees listed do not include any required or recommended textbooks/supplies or computer requirements, which are to be purchased separately by the student. Prices are variable and subject to change, see AAPC website for most current enrollment fees: https://www.aapc.com/training/cpb-complete-training-package.aspx