

Credentialing Specialist Syllabus

Prerequisites: None

Clock Hours: 4 (Note: 4 clock hours accounts only for time spent in the online course and does not include time spent outside of the course or study time. Study time will vary widely per individual.)

Course Length: You will have access to this course for one year.

Class Hours: Days/Times Per Week: This course is asynchronous and does not require class meetings.

Certificate of Completion Issued: Yes

Course Description: The students will learn the end-to-end credentialing process of all providers for payers including the application process and tracking processes for maintaining the credentialing over time. This course is valuable for anyone interested in the field of credentialing.

Course Objectives:

- Understand the end-to-end credentialing process for providers
- Identify documentation required from clinicians for credentialing applications
- Understand the credentialing and re-credentialing process

Course Content:

- Introduction to the Credentialing Process
- Credentialing Application, Completion, and Follow-Through
- Organizing and Tracking Provider Credentials and Contracts
- Final Exam

Methods of Evaluation:

The instructional methods used include reading assignments, interactive lectures, and a final exam. To receive a certificate of completion, students must successfully complete the course within the allotted time frame.

Successful course completion includes:

- A passing score of 70% or higher on the final exam

No reduced hours in the course or tuition discount for previous education or training will be granted. This course does not qualify for a credential.

Included Textbook (PDF):

Introduction to Credentialing

Computer Requirements: High-speed internet connection with Blackboard supported Operating System & Web browser (see Course Requirements tab: <https://www.aapc.com/training/online-medical-terminology-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 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/online-medical-terminology-training-course.aspx>.

