

Certified Medical Billing & Coding Specialist

Instructor: TBD

Class Days & Hours: TBD

*You are required to attend class, however if you are unable to attend due to an emergency, a recording will be uploaded shortly following the live class. You are required to listen to it if you miss class.

General Information:

Apprentices will meet once a week via internet for a period of 42 weeks.

Class Schedule—1-hour live or recorded session with 5-hours homework time each week.

HOMEWORK IS DUE 11:59PM THE DAY BEFORE CLASS AFTER A CHAPTER IS COMPLETED

This training will be covering the following subjects:

- Manage General Offices
- Claims Processing
- Payment Adjudication
- Front-End Duties
- Apply Knowledge of Coding
- Regulatory Compliance

Understanding Health Insurance: A Guide to Billing and Reimbursement - 2022 Edition, 17th Edition ISBN-13: 978-0-357-62135-6

Supplemental materials:

You will also need a current CPT, ICD-10, and HCPC Level II books to do homework and then sit for certification exam.

COURSE SCHEDULE COHORT

Week	Date	Chapter Name	Learning Path	Points
1	Week 1	Orientation		▪ N/A
2	Week 2	Chapter 1 Health Insurance Specialist Career	<ul style="list-style-type: none">▪ Learning Lab▪ Chapter Review 1.1 – 1.3▪ Writing Assignment▪ Ch 1 Quiz	<ul style="list-style-type: none">▪ Practice▪ 21▪ 15▪ 35
3	Week 3	Chapter 2 Introduction to Health Insurance	<ul style="list-style-type: none">▪ Learning Lab▪ Chapter Review 2.1 – 2.4▪ Writing Assignment 2.1▪ Writing Assignment 2.2▪ Ch 2 Quiz 2.1▪ Ch 2 Quiz 2.2	<ul style="list-style-type: none">▪ Practice▪ 40▪ 5▪ 15▪ 40▪ 40

4	Week 4	Chapter 3 Managed Health Care	<ul style="list-style-type: none"> ▪ Learning Lab ▪ Chapter Review 3.1 – 3.2 ▪ Writing Assignment 3.1 ▪ Writing Assignment 3.2 ▪ Writing Assignment 3.3 ▪ Ch 3 Quiz 	<ul style="list-style-type: none"> ▪ Practice ▪ 20 ▪ 15 ▪ 15 ▪ 10 ▪ 30 	
5	Week 5		Chapter 4 Revenue Cycle Management	<ul style="list-style-type: none"> ▪ Learning Lab ▪ Chapter Review 4.1 – 4.4 ▪ Writing Assignment 4.1 ▪ Writing Assignment 4.2 ▪ Ch 4 Quiz 	<ul style="list-style-type: none"> ▪ Practice ▪ 40 ▪ 10 ▪ 10 ▪ 40
6	Week 6				
7	Week 7				
8	Week 8	Chapter 5 Legal and Regulatory Issues	<ul style="list-style-type: none"> • Learning Lab • Chapter Review 5.1 – 5.3 • Writing Assignment • Ch 5 Quiz 5.1 • Ch 5 Quiz 5.2 	<ul style="list-style-type: none"> • Practice • 30 • 10 • 40 • 40 	
9	Week 9				
10	Week 10				

11	Week 11	Chapter 6 ICD-10-CM Coding	<ul style="list-style-type: none"> • Exercise 6.1 • Exercise 6.2 • Exercise 6.3 • Exercise 6.4A • Exercise 6.4B • Exercise 6.5 	<ul style="list-style-type: none"> • 5 • 10 • 15 • 5 • 5 • 5
12	Week 12		<ul style="list-style-type: none"> • Exercise 6.6 • Exercise 6.7 • Exercise 6.8A • Exercise 6.8B • Video Quizzes 7.1 – 7.10 	<ul style="list-style-type: none"> • 10 • 10 • 5 • 10 • Practice
13	Week 13		<ul style="list-style-type: none"> • Chapter Review 6.1 • Chapter Review 6.2 • Chapter Review 6.3 • Chapter Review 6.4 • Chapter Review 6.5 • Chapter Review 6.6 • Chapter Review 6.7 • Chapter Review 6.8 • Chapter Review 6.9 • Chapter Review 6.10 • Chapter Review 6.11 • Chapter Review 6.12 • Chapter Review 6.13 • Chapter Review 6.14 • Chapter Review 6.15 • Chapter Review 6.16 • Chapter Review 6.17 • Chapter Review 6.18 • Chapter Review 6.19 • Chapter Review 6.20 • Chapter Review 6.21 • Chapter Review 6.22 • Chapter Review 6.23 • Chapter Review 6.24 • Chapter Review 6.25 • Chapter Review 6.26 • Writing Assignment • Ch Quiz 6.1 – 6.2 • • • 	<ul style="list-style-type: none"> • 10 • 10 • 10 • 10 • 10 • 10 • 10 • 10 • 10 • 10 • 10 • 10 • 10 • 10 • 10 • 10 • 10 • 10 • 10 • 5 • 5 • 5 • 5 • 5 • 10 • 3 • 15 • 90 • • •

14	Week 14	Chapter 7 CPT Coding	<ul style="list-style-type: none"> •• Exercise 7.1 •• Exercise 7.2 •• Exercise 7.3 •• Exercise 7.4 •• Exercise 7.5 •• Exercise 7.6 •• Exercise 7.7 •• Exercise 7.8 •• Exercise 7.9 •• Exercise 7.10 •• Exercise 7.11 •• Video Quizzes 7.1-7.10 • Chapter Review 7.1 • Chapter Review 7.2 • Chapter Review 7.3 • Chapter Review 7.4 • Chapter Review 7.5 • Chapter Review 7.6 • Chapter Review 7.7 • Chapter Review 7.8 • Writing Assignment • Ch Quiz 7.1 • Ch Quiz 7.2 	<ul style="list-style-type: none"> •• 15 •• 5 •• 10 •• 10 •• 10 •• 5 •• 5 •• 10 •• 10 •• 15 •• 10 •• Practice • 20 • 5 • 15 • 5 • 5 • 10 • 5 • 5 • 15 • 50 • 50
15	Week 15			
16	Week 16			
17	Week 17			
18	Week 18	Chapter 8 HCPCS Level II Coding	<ul style="list-style-type: none"> •• Exercise 8.1 •• Exercise 8.2 •• Exercise 8.3 •• Exercise 8.4 •• Learning Lab • Chapter Review 8.1 • Chapter Review 8.2 • Chapter Review 8.3 • Chapter Review 8.4 • Writing Assignment • Ch 8 Quiz 	<ul style="list-style-type: none"> •• 5 •• 5 •• 5 •• 5 •• Practice • 10 • 20 • 5 • 5 • 5 • 45
19	Week 19	Chapter 9 CMS Reimbursement Methodologies	<ul style="list-style-type: none"> •• Learning Lab •• Chapter Review 9.1 •• Chapter Review 9.2 • Chapter Review 9.3 • Chapter Review 9.4 • Chapter Review 9.5 • Writing Assignment • Ch 9 Quiz 	<ul style="list-style-type: none"> •• Practice •• 3 •• 15 • 5 • 5 • 5 • 20 • 50
20	Week 20			
21	Week 21			

22	Week 22	Chapter 10 Coding Compliance, Clinical Documentation, and Coding for Medical Necessity	<ul style="list-style-type: none"> •• Exercise 10.1 •• Exercise 10.2 •• Exercise 10.3 •• Exercise 10.4 •• Exercise 10.5 •• Exercise 10.6 • Learning Lab Chapter Review 10.1 Chapter Review 10.2 Writing Assignment Ch 10 Quiz 	<ul style="list-style-type: none"> •• 5 •• 5 •• 4 •• 5 •• 5 • 5 • Practice 5 5 15 35
23	Week 23			
24	Week 24	Chapter 11 CMS-1500 & UB-04 Claims	<ul style="list-style-type: none"> •• Exercise 11.1 •• Learning Lab •• Chapter Review 11.1 • Chapter Review 11.2 Chapter Review 11.3 Writing Assignment Ch 11 Quiz 	<ul style="list-style-type: none"> •• 6 •• Practice •• 20 • 1 5 15 20
25	Week 25			
26	Week 26	Chapter 12 Commercial Insurance	<ul style="list-style-type: none"> •• SimClaim Exercise 12.1 •• SimClaim Exercise 12.2 •• SimClaim Exercise 12.3 •• SimClaim Exercise 12.4 •• Learning Lab •• Chapter Review • Writing Assignment • Ch 12 Quiz • SimClaim Case 1-1 • SimClaim Case 1-2 • SimClaim Case 1-3 • SimClaim Case 2-1 • SimClaim Case 2-2 • SimClaim Case 2-3 	<ul style="list-style-type: none"> •• 10 •• 10 •• 10 •• 10 •• Practice •• 25 • 10 • 20 • 10 10 10 10 10 10 10 10
27	Week 27			
28	Week 28	Chapter 13 BlueCross BlueShield	<ul style="list-style-type: none"> •• SimClaim Exercise 13.1 •• SimClaim Exercise 13.2 •• SimClaim Exercise 13.3 •• Learning Lab •• Chapter Review •• Writing Assignment • Ch 13 Quiz • SimClaim Case 1-4 • SimClaim Case 1-5 • SimClaim Case 1-6 • SimClaim Case 1-10 • SimClaim Case 2-4 • SimClaim Case 2-5 • SimClaim Case 2-20 	<ul style="list-style-type: none"> •• 10 •• 10 •• 10 •• Practice •• 15 •• 15 • 30 • 10 • 10 10 10 10 10 10 10
29	Week 29			

37	Week 37	Chapter 17 Workers' Compensation	<ul style="list-style-type: none"> • SimClaim Exercise 17.1 • Learning Lab • Chapter Review • Writing Assignment • Ch 17 Quiz • SimClaim Case 1-18 • • SimClaim Case 1-19 • • SimClaim Case 1-20 • • SimClaim Case 2-15 • SimClaim Case 2-16 	<ul style="list-style-type: none"> •• 10 •• Practice •• 15 •• 5 • 20 • 10 • 10 • 10 • 10 • 10
38	Week 38	Orientation to NHA Materials Online Study Guide		
39	Week 39	NHA CBCS Baseline Practice Exam	Practice Exam 1 NO CLASS	
40	Week 40	Study Areas of weakness	Practice Exams 2	
41	Week 41	Study Areas of weakness	Practice Exams 3	
42	Week 42	Study Areas of Weakness	Complete Practice Tests online over time. Continue studying for certification exam. Schedule when eligible	