



Medical Billing & Coding with Medical Administrative Assistant

The Medical Office Profession

Medical billing and coding and Medical Administration is one of the fastest-growing careers in the healthcare industry today! The need for professionals who understand how to code healthcare services and procedures for third-party insurance reimbursement is growing substantially. Physician practices, hospitals, pharmacies, long-term care facilities, chiropractic practices, physical therapy practices, and other healthcare providers all depend on medical billing and coding for insurance carrier reimbursement. Medical administrative assistants primarily work in doctor's offices, clinics, outpatient settings, hospitals, and other healthcare settings.

The Medical Billing & Coding with Medical Admin Program

This billing and coding program delivers the skills students need to solve insurance billing and coding problems. It details proper assignment of codes and the process to file claims for reimbursement. The Administrative portion of the course provides students a well-rounded introduction that delivers the skills students require to obtain an administrative medical assistant position or advance within their current healthcare career. This course covers the following key areas and topics:

- An overview of healthcare & insurance industry
- The organization and use of the ICD-9-CM, ICD-10-CM, CPT, and HCPCS manuals to identify codes
- Detailed review and practice using the alphabetic index and tabular list of the ICD-10-CM, and practice coding examples within the CPT
- Basic claims processes for medical insurance and third-party reimbursements
- Completing common insurance forms, tracing delinquent claims, and appealing denied claims
- Interpersonal skills, medical ethics, and basic medical law
- Telephone techniques and skills for scheduling appointments
- Medical terminology

Education & Certification

Numerous national certification exams are available for students who complete this course including **National Healthcareer Association (NHA) Certified Billing and Coding Specialist (CBCS)** and **Certified Medical Administrative Assistant (CMAA)**, and the **American Health Information Management Association (AHIMA), Certified Coding Specialist (CCS)** Certification Exams.

Detailed Course Topics Covered

- Intro to International Classification of Diseases, Clinical Modifications & Coding Guidelines
- Introduction to the organization and use of the ICD-10-CM and CPT manuals
- Basics of diagnostic and procedural coding
- The Health Insurance Claim Form (CMS 1500)
- HIPAA Compliance and Electronic Data Interchange (EDI)
- Review and practice coding Evaluation and Management
- Review and practice coding from anesthesia, surgery, radiology, medicine, and the pathology/laboratory sections of the CPT
- CPT Modifiers, E and V Codes, and Late Effects
- Coding surgical procedure and medical procedures for the cardiovascular, integumentary, male/female reproductive systems, maternity care and delivery
- Coding for general surgery, radiology, pathology, diagnostic, therapeutic and laboratory services and the Level II Codes
- Tracing delinquent claims & insurance issues
- Third-party reimbursement issues
- Examination of the ICD-10-PCS system
- HIPAA review and patient bill of rights and confidentiality
- Financial and practice management
- Medical accounting, financial statements, cost analysis, and budgets for the medical practice
- Specimen collection, laboratory safety and federal and state regulations
- Assisting with medical emergencies

Medical Billing & Coding with Medical Administrative Assistant

Delivery: Online self-paced, mentor support

Hours: 750

Externship: Optional Placement Available

Tuition: \$3,950

Certification Exam Fee Included

Credential Achievement Guarantee
conditions apply



ENROLL TODAY!

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