

Certified Billing and Coding Specialist Syllabus

Instructor Information

Instructor

Alieta Bond

Email

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Live Sessions

Thursday 1pm-2pm

Instructional Materials

Textbook: Michelle A. Green, MindTap Medical Insurance & Coding: A guide to Billing and Reimbursement, 14 Edition

National Health Career Association

General Information

Class Begins: June 27, 2019

period of 24 weeks

Weekly: 1 hour for live session. Weekly: 4-hours homework

This training will be covering the following subjects:

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

Course Schedule

Week	Topic	Reading	Reading Homework Exercises
6/27	Orientation	N/A	N/A
7/11	Health Insurance Specialist Career	Chapter 1	Read and do the Exercises
7/18	Introduction to Health Insurance	Chapter 2	Read and do the Exercises
7/25	Managed Health Care	Chapter 3	Read and do the Exercises
8/1	Revenue Cycle Management	Chapter 4	Read and do the Exercises
4 th of July			
8/8	Legal and Regulatory Issues	Chapter 5	Read and do the Exercises
8/15	ICD-10-CM Coding	Chapter 6	Read and do the Exercises
8/22	CPT Coding	Chapter 7	Read and do the Exercises
8/29	HCPCS Level II Coding	Chapter 8	Read and do the Exercises

Week	Topic	Reading	Reading Homework Exercises
9/5	CMS Reimbursement Methodologies	Chapter 9	Read and do the Exercises
9/12	Coding for Medical Necessity	Chapter 10	Read and do the Exercises
9/19	MS-1500 and UB-04 Claims	Chapter 11	Read and do the Exercises
9/26	Commercial Insurance	Chapter 12	Read and do the Exercises
10/3	BlueCross BlueShield	Chapter 13	Read and do the Exercises
10/10	Medicare	Chapter 14	Read and do the Exercises
10/17	Medicaid	Chapter 15	Read and do the Exercises
10/24	Tricare	Chapter 16	Read and do the Exercises
10/31	Workers' Compensation	Chapter 17	Read and do the Exercises
11/7 Overview of Billing and Coding			
NHA Study and Pre-Test			

Exam Schedule

Date	Subject
11/1	CBCS exam test

