uCertify

Course Outline

Medical Billing and Coding

05 Jul 2024

1. Exercises, Quizzes, Flashcards & Glossary

   Number of Questions

2. Expert Instructor-Led Training

3. ADA Compliant & JAWS Compatible Platform

4. State of the Art Educator Tools

5. Award Winning Learning Platform (LMS)

6. Chapter & Lessons

   Syllabus

   Chapter 1: Introduction

   Chapter 2: Dipping Your Toes into Medical Billing and Coding

   Chapter 3: Exploring the Billing and Coding Professions

   Chapter 4: Weighing Your Employment Options

   Chapter 5: Compliance: Understanding the Rules

   Chapter 6: Not-So-Strange Bedfellows: Medical Terminology and Medical Necessity

   Chapter 7: Getting to Know the Payers

   Chapter 8: Your Basic Certification Options, Courtesy of the AAPC and AHIMA

   Chapter 9: The Path to Certification: Finding a Study Program

   Chapter 10: Signing Up and Preparing for the Certification Exam

   Chapter 11: Adding Street Cred: Specialty Certifications and Continuing Ed

   Chapter 12: Processing a Run-of-the-Mill Claim: An Overview

   Chapter 13: Homing In on How to Prepare an Error-Free Claim

   Chapter 14: From Clearinghouse to Accounts Receivable to Money in the Pocket

   Chapter 15: Handling Disputes and Appeals

   Chapter 16: Keeping Up with the Rest of the World

   Chapter 17: Dealing with Commercial Insurance Claims

   Chapter 18: Caring about Medicare and Medicaid

   Chapter 19: Coding Ethics: Being an Advocate for Your Employer

   Chapter 20: Ten Common Billing and Coding Mistakes and How to Avoid Them

1. ⚡ flashcards

Flashcards are effective memory-aiding tools that help you learn complex topics easily. The flashcard will help you in memorizing definitions, terminologies, key concepts, and more. There is no limit to the number of times learners can attempt these. Flashcards help master the key concepts.

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FLASHCARDS
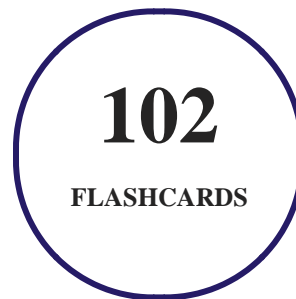
2. 📖 Glossary of terms

uCertify provides detailed explanations of concepts relevant to the course through Glossary. It contains a list of frequently used terminologies along with its detailed explanation. Glossary defines the key terms.

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GLOSSARY OF TERMS
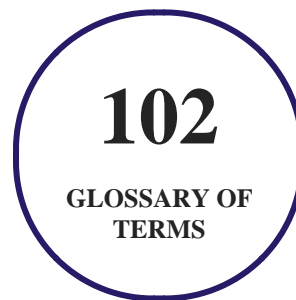
3. Expert Instructor-Led Training

uCertify uses the content from the finest publishers and only the IT industry's finest instructors. They have a minimum of 15 years real-world experience and are subject matter experts in their fields. Unlike a live class, you can study at your own pace. This creates a personal learning experience and gives you all the benefit of hands-on training with the flexibility of doing it around your schedule 24/7.

4. ADA Compliant & JAWS Compatible Platform

uCertify course and labs are ADA (Americans with Disability Act) compliant. It is now more accessible to students with features such as:

- Change the font, size, and color of the content of the course
- Text-to-speech, reads the text into spoken words
- Interactive videos, how-tos videos come with transcripts and voice-over
- Interactive transcripts, each word is clickable. Students can clip a specific part of the video by clicking on a word or a portion of the text.

JAWS (Job Access with Speech) is a computer screen reader program for Microsoft Windows that reads the screen either with a text-to-speech output or by a Refreshable Braille display. Student can easily navigate uCertify course using JAWS shortcut keys.

5. State of the Art Educator Tools

uCertify knows the importance of instructors and provide tools to help them do their job effectively. Instructors are able to clone and customize course. Do ability grouping. Create sections. Design grade scale and grade formula. Create and schedule assessments. Educators can also move a student from self-paced to mentor-guided to instructor-led mode in three clicks.

6. Award Winning Learning Platform (LMS)

uCertify has developed an award winning, highly interactive yet simple to use platform. The SIIA CODiE Awards is the only peer-reviewed program to showcase business and education technology's finest products and services. Since 1986, thousands of products, services and solutions have been

recognized for achieving excellence. uCertify has won CODiE awards consecutively for last 7 years:

- **2014**
  1. Best Postsecondary Learning Solution

- **2015**
  1. Best Education Solution
  2. Best Virtual Learning Solution
  3. Best Student Assessment Solution
  4. Best Postsecondary Learning Solution
  5. Best Career and Workforce Readiness Solution
  6. Best Instructional Solution in Other Curriculum Areas
  7. Best Corporate Learning/Workforce Development Solution

- **2016**
  1. Best Virtual Learning Solution
  2. Best Education Cloud-based Solution
  3. Best College and Career Readiness Solution
  4. Best Corporate / Workforce Learning Solution
  5. Best Postsecondary Learning Content Solution
  6. Best Postsecondary LMS or Learning Platform
  7. Best Learning Relationship Management Solution

- **2017**
  1. Best Overall Education Solution
  2. Best Student Assessment Solution
  3. Best Corporate/Workforce Learning Solution
  4. Best Higher Education LMS or Learning Platform

- **2018**
  1. Best Higher Education LMS or Learning Platform

    2. Best Instructional Solution in Other Curriculum Areas

    3. Best Learning Relationship Management Solution

- **2019**

    1. Best Virtual Learning Solution

    2. Best Content Authoring Development or Curation Solution

    3. Best Higher Education Learning Management Solution (LMS)

- **2020**

    1. Best College and Career Readiness Solution

    2. Best Cross-Curricular Solution

    3. Best Virtual Learning Solution

7. ⚙ Chapter & Lessons

uCertify brings these textbooks to life. It is full of interactive activities that keeps the learner engaged. uCertify brings all available learning resources for a topic in one place so that the learner can efficiently learn without going to multiple places. Challenge questions are also embedded in the chapters so learners can attempt those while they are learning about that particular topic. This helps them grasp the concepts better because they can go over it again right away which improves learning.

Learners can do Flashcards, Exercises, Quizzes and Labs related to each chapter. At the end of every lesson, uCertify courses guide the learners on the path they should follow.

Syllabus

Chapter 1: Introduction

- About This Course

- Icons Used in This Course

- Where to Go from Here

Chapter 2: Dipping Your Toes into Medical Billing and Coding

- Coding versus Billing: They Really Are Two Jobs

- Following a Day in the Life of a Claim

- Keeping Abreast of What Every Biller/Coder Needs to Know

- Deciding Which Job Is Right for You

- Prepping for Your Career: Training Programs and Certifications

- Planning for the Future

Chapter 3: Exploring the Billing and Coding Professions

- Looking at the Medical Coding Job

- Breaking Down the Medical Biller's Job

- In Tandem: Working Together or Doing Both Jobs Yourself?

Chapter 4: Weighing Your Employment Options

- Choosing Your Environment: Doctor's Office, Hospital, and Others

- Remote Access: Setting up Off-Site

- Reviewing Other Work Options: Freelancing, Temping, and More

- Heeding a Word of Advice for New Coders

Chapter 5: Compliance: Understanding the Rules

- You Rule! Meeting the Rule Makers

- Complying with HIPAA

- Unbundling the Compliance Bundle

- Getting the Most out of the Dreaded Audit

Chapter 6: Not-So-Strange Bedfellows: Medical Terminology and Medical Necessity

- Brushing Up on Basic Anatomy

- Say What? Deciphering Medical Terminology

- Understanding Medical Necessity

- Scrubbing In: Proving Medical Necessity for Surgical Procedures

- Connecting with the World of Evaluation and Management Codes

Chapter 7: Getting to Know the Payers

- Wading through Commercial Insurance Payers

- Medicare: Meeting the Chief Government Payer

- Working with Other Government Payers

Chapter 8: Your Basic Certification Options, Courtesy of the AAPC and AHIMA

- Introducing the Two Main Credentialing Organizations: AAPC and AHIMA

- Looking at the Basic Certifications

- Choosing the Certification That's Right for You

- Examining the Exams: A Quick Review of the Main Tests

Chapter 9: The Path to Certification: Finding a Study Program

- The Big Picture: Thinking about Your Degree and Career Objectives

- Considering the Time Commitment

- First Things First: Squaring Away Your Prerequisites

- Picking a Program of Study

- Caveat Emptor: Watching Out for Diploma Mills

Chapter 10: Signing Up and Preparing for the Certification Exam

- Establishing a Study Routine and Strategy

- Focusing on the Right Topics

- Preparing Yourself for Test Day

- Signing Up for and Taking the Big Test

Chapter 11: Adding Street Cred: Specialty Certifications and Continuing Ed

- Introducing Specialty Certification Options

- Building on Your Cred with Continuing Education

Chapter 12: Processing a Run-of-the-Mill Claim: An Overview

- Dreaming of the Perfect Billing Scenario

- Delving into the Details: Contract Specifics

- Covering Your Bases: Referrals and Preauthorization

- Tracking Your Claim from Submission to Payment

- Fighting for Proper Payment: Filing an Appeal with the Payer

Chapter 13: Homing In on How to Prepare an Error-Free Claim

- Assigning CPT Codes

- Applying Modifiers Correctly

- Looking for Money Left on the Table

- Checking and Double-Checking Your Documentation

Chapter 14: From Clearinghouse to Accounts Receivable to Money in the Pocket

- Spending Time in the Clearinghouse

- Facing Factors Affecting Reimbursement Amounts

- Payment or Denial: Being in the Hands of the Payer

- Breaking Down the Remittance Advice

Chapter 15: Handling Disputes and Appeals

- Dealing with Disputes Involving Contract and Non-Contracted Payers

- Knowing When to File an Appeal: General Guidelines

- The Art of the Appeal: Understanding the Basics before You Begin

- Going through an Appeal, Step by Step

- Appealing Medicare Processing

- Appealing a Workers' Comp Claim

Chapter 16: Keeping Up with the Rest of the World

- WHO's on First: Providing Data to the World Health Organization

- Charting Your Course with ICD

- Moving beyond ICD-10

Chapter 17: Dealing with Commercial Insurance Claims

- Meeting Commercial Insurance

- Cashing In with Commercial Payers

- Knowing What's What: Verifying the Patient's Plan and Coverage

Chapter 18: Caring about Medicare and Medicaid

- Brushing Up on Medicare Basics

- Working with Medicare Claims

- Deciding What Gets Paid

- Working with Medicare Contractors

- Doing Business with Medicare Part C Plans

- Verifying Coverage and Plan Requirements

Chapter 19: Coding Ethics: Being an Advocate for Your Employer

- Playing the Part of the Professional Medical Biller/Coder

- Protecting Yourself and Your Integrity

- Getting the Most Bang for Your Client's Buck — Honestly

Chapter 20: Ten Common Billing and Coding Mistakes and How to Avoid Them

- Being Dishonest

- Shifting the Blame

- Billing More than Is Documented

- Unbundling Incorrectly

- Ignoring an Error

- Mishandling an Overpayment

- Failing to Protect Patients from Out-of-Network Penalties

- Failing to Verify Prior Authorization

- Breaking Patient Confidentiality

- Following the Lead of an Unscrupulous Manager

Chapter 21: Ten Acronyms to Burn into Your Brain

- ACA: Patient Protection and Affordable Care Act

- ACO: Accountable Care Organization

- CDI: Clinical Documentation Improvement

- CMS: Centers for Medicare & Medicaid Services

- EHR: Electronic Health Record

- EOB: Explanation of Benefits

- HIPAA: Health Insurance Portability and Accountability Act

- INN: In-Network

- NCCI: National Correct Coding Initiative

- OON: Out-of-Network

Chapter 22: Ten (Plus One) Tips from Billing and Coding Pros

- Insist on Proper Documentation

- Verify Patient Benefits

- Get Vital Patient Info at Check-In

- Review the Documentation ASAP

- Set Up a System to Ensure Accuracy

- Play Nice with Others

- Follow Up on Accounts Receivable Daily

- Be a Bulldog on the Phone

- Know Your Payer Contracts by Heart

- Create a File System That Lets You Find What You Need

- Make Payers Show You the Money!

8. 🔷 Performance Based Labs

uCertify's performance-based labs are simulators that provides virtual environment. Labs deliver hands on experience with minimal risk and thus replace expensive physical labs. uCertify Labs are cloud-based, device-enabled and can be easily integrated with an LMS. Features of uCertify labs:

- Provide hands-on experience in a safe, online environment
- Labs simulate real world, hardware, software & CLI environment
- Flexible and inexpensive alternative to physical Labs
- Comes with well-organized component library for every task
- Highly interactive - learn by doing
- Explanations and remediation available
- Videos on how to perform

Lab Tasks

- Gaining Knowledge about Federal and State Regulations
- Knowing about Billing and Coding Job
- Learning about Super-Bill
- Looking at the Medical Coding Job
- Verifying Documetation
- Choosing Medical Coding as a Profession
- Understanding the CMS-1500 Form
- Understanding Payers and Organizations
- Knowing about the HCFA/CMS-1500 Form
- Understanding HHS agency
- Working with OIG
- Understanding HIPAA Titles
- Working with Key Provisions of HIPAA
- Understanding Compliance Bundle
- Learning about Laparoscopic Procedure
- Knowing about Medical Terminologies
- Learning about Arthroscopic Surgery
- Learning about Hospital Visit Code
- Examining Patient Status

- Understanding Commercial Plans
- Learning about TPAs
- Identifying the Carriers
- Working with Medicare Type
- Understanding Payouts
- Knowing about Tricare Program
- Getting to Know about the AAPC Certifications
- Understanding AHIMA Certifications
- Learning about Online Programs
- Learning about Community College
- Learning about Respiratory System
- Learning about Endocrine System
- Learning about Muscular System
- Understanding Digestive System
- Understanding AAPC Certifications
- Learning about Contracts
- Knowing about Carve-Outs
- Knowing about Prior Authorization
- Assigning CPT Codes
- Applying Modifiers Correctly
- Understanding Tricare
- Understanding Insurance Claim
- Appealing Medicare Processing
- Working with the 5010 Platform
- Cashing In with Commercial Payers
- Knowing about Advance Beneficiary Notice
- Avoiding Accusations of Fraudulent Billing
- Learning about Medical Offices
- Understanding HIPPA
- Understanding NCCI

Here's what you get

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