

# Medical Billing Basics

Online Course  
February 23, 2026

**Session Begins:**  
**February 23, 2026**

Register by February 15, 2025

**[Sign Up HERE](#)**

**General Questions**

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**Registration-Billing-Materials**

Roxanne Hayenga  
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**Start Your Healthcare Career with Medical Billing Basics**

No other role in the medical field touches as many lives as that of a medical biller. From patients and front office staff to providers and payers, everyone relies on you as the cornerstone of healthcare operations. This course provides the knowledge, skills, and broad overview with practical application necessary to be successful in the medical biller role.

Minnesota West Community & Technical College, in partnership with Medi-Sota, Inc., offers an interactive online course designed to meet the rising demand for skilled medical billers in hospitals, clinics, and skilled nursing facilities.

This self-paced program is perfect for individuals looking to enhance their skills or for those starting their healthcare journey. Guided by a dedicated instructor, you'll gain valuable insights and essential expertise to shape your career in this vital industry.

**Start today and make a difference in healthcare!**

**Course Description:** Estimated 5-10 hours per week), Online Only & Self-Paced with Instructor assistance and guidance. *You can work the online hours at any time.*

Explore the fundamentals of healthcare insurance, billing, and reimbursement methods with our comprehensive entry-level course. Gain insights into an array of essential topics, including payor categories, APCs (Ambulatory Payment Classifications), prospective payment systems, the intricacies of the revenue cycle, the chargemaster, RBRVs (Resource-Based Relative Value Scale), billing processes, and regulatory compliance guidelines.

**Key Objectives**

- ◆ Identify & understand how to complete insurance claims, including to 3rd party plans.
- ◆ Explain the role of a managed care organization.
- ◆ Discuss the life cycle of an insurance claim.
- ◆ Explain retention of records law.
- ◆ Interpret a chargemaster.
- ◆ Evaluate the revenue cycle management.
- ◆ Complete UB-40 & CMS-1500 forms.
- ◆ Differentiate between fraud & abuse.
- ◆ Determine pre-certification or pre-authorization needs, and eligibility for services from documentation.

**Course Summary**

- ◆ Intro to Health Insurance
- ◆ Managed Health Care
- ◆ Revenue Cycle Management
- ◆ Legal and Regulatory Issues
- ◆ CMS Reimbursement
- ◆ CMS-1500 and UB-04 Claims
- ◆ Commercial Insurance & Blue Cross/Blue Shield
- ◆ Medicare
- ◆ Medicaid
- ◆ Tricare
- ◆ Worker's Compensation
- ◆ Rural Health Clinics & Critical Access Hospitals
- ◆ SNF & LTC Billing



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Community &  
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**Medi-Sota**  
*Serving Rural Healthcare*

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## **Fees:**

- ♦ **Course: \$749.00**
- ♦ **Book w/ Internet Connect Access: \$121.02**

**[Register HERE](#)**

**OR copy and paste in browser:** [https://mnscu.rschooltoday.com/public/getclass/category\\_id/269/program\\_id/50/subcategory\\_id/6710](https://mnscu.rschooltoday.com/public/getclass/category_id/269/program_id/50/subcategory_id/6710)

You will access the online course materials through a link that will be sent to you from the email address "[notifications@mail-mnscu.rschooltoday.net](mailto:notifications@mail-mnscu.rschooltoday.net)" after you register for this class. Please check your junk/spam folders in case it does not flow to your inbox.

You will then receive an email from [Roxanne.hayenga@mnwest.edu](mailto:Roxanne.hayenga@mnwest.edu) that will give you instructions on how to order the book (the book purchase is not included in the class registration fee). If you have any other questions, please feel free to email [Roxanne.hayenga@mnwest.edu](mailto:Roxanne.hayenga@mnwest.edu) or call 507-372-3468.

**Each student must have book and class access **BEFORE** start date**



**Minnesota West  
Community &  
Technical College**

You are not legally obligated to provide any of the requested information on the registration form. *However*, our office may have difficulty providing adequate services if we do not receive the appropriate information. This information will be kept confidential.

**Refund Policy: Cancellations must be made no later than 10 business days prior to the course. The full course fee will be charged if cancellation is made in less than 10 business days. Full refunds will be given for all classes cancelled by Minnesota West Community & Technical College. Registration is transferrable to another person.**

**Equal Opportunity:** Minnesota West Community & Technical College is committed to a policy of nondiscrimination in employment and education opportunity.

**Sexual Harassment:** Any Customized Training Services student or staff member who believes he/she may have been harassed should report the incident to Karen Miller, Human Resources, Minnesota West Community & Technical College, 1011 First St. W., Canby MN 56220, 507-223-7252.

**Senior Citizen:** Senior citizens taking course(s) through Minnesota West Community and Technical College Customized Training Services/Continuing Education will be charged according to Minnesota Statute 135A.52, which states: A senior citizen taking a closed enrollment contract training or professional continuing education courses must pay the regular tuition charge for the course and is not eligible for a free/or reduced rate.

**ADA:** This document can be made available in alternative formats such as large print, Braille, or audiotape. For TTY communication, contact the Minnesota Relay Service at 1-800-627-3529 and then ask them to place a call to the campus. If you need an accommodation to enable you to fully participate in this activity, please contact the campus two weeks prior to the training for supplemental services for persons with disabilities.