

Medical Billing Basics Course

Session Starts

September 10, 2020

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Registration Deadline:
August 15, 2020

For registration questions
please contact:

Jennifer Gearman

Phone: 320-769-2269

Email: jgearman@medi-sota.org

If a career at a medical facility is of interest to you, or if you would like to expand your skills within the medical billing field, this course is for you!

There is a growing need for trained billers in the medical field. A career in medical billing comes with growing employment opportunities in a variety of settings including: hospitals, clinics, and skilled nursing facilities.

Minnesota West Community & Technical College and Medi-Sota, Inc. have partnered to develop an interactive online course to prepare students for success, providing them the skills needed to pursue this career path.

This online course provides the flexibility for those students already employed and need non-traditional training opportunities to succeed. Weekly Zoom meetings with the instructor offer the opportunity to ask questions and receive guidance as needed. The online class is interactive and offers realistic scenarios to test the student's ability to resolve problems and to increase their understanding of the correct procedures to follow in various billing situations.

Course Description:

This course provides a study of health insurance plans, billing and reimbursement methodologies, and compliance approaches. Included: Payor categories, APC's and other prospective payment systems, the revenue cycle, chargemaster, RBRV's, regulatory guidelines, billing processes, and more.

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, including eligibility for services from documentation.

Course Summary

Duration: 11-13 weeks (Estimate 5-10 hours per week)

- ◆ 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

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For billing questions please contact:

Barb Hubley

MN West Community & Technical College

Phone: 507-537-7530

Cost -

- ◆ **Course Fee: \$699.00** (due immediately for registration to be approved)
- ◆ **Book Bundle Fee & Simulation Module Access: \$214.00**
- ◆ **Simulation Module Access Fee Only: \$100.00** (If a facility purchases the book bundle and wants to use the books for future student training, there is an option to pay for the simulation model access as long as the book edition remains the same.)

To register for the September 10, 2020 session,

please use the following link:

[https://mnscu.rschooltoday.com/public/costoption/class_id/160047/
public/1/sp/](https://mnscu.rschooltoday.com/public/costoption/class_id/160047/public/1/sp/)

(Copy and Paste in Your Browser)



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 TTW 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.