MEDICAL INSURANCE BILLING

The curriculum has been approved by the National Center for Competency Testing, 7007 College Boulevard, Suite 705, Overland, KS, 66211; www.ncctinc.com

COURSE NUMBER	COURSE NAME	COURSE DESCRIPTION
MIB1-0100	INSURANCE BILLING & CODING	This course is designed to prepare the entry-level billing and coding graduate to perform administrative procedures, including insurance billing and coding in a healthcare facility or related field. The student will be introduced to the healthcare claims process, basic terminology associated with insurance billing procedures, and various insurance plans including Medicare, Medicaid, TRICARE, CHAMPVA, Worker's Compensation, Private insurances, and the stages of the claims process. This course provides an opportunity for hands-on experience in completing insurance claim forms as well as the identification and appropriate use of ICD-9, ICD-10, CPT, and HCPCS billing codes. Proper understanding and use of medical terminology, HIPAA compliance, and electronic data interchange are also integral parts of this course. This course is designed to run concurrently with Medical Office Management MIB1-0300 and Anatomy & Physiology MAB1-0200. This course matches requirements as established by the National Center for Competency Testing.
MAB1-0200	ANATOMY & PHYSIOLOGY	Learners will gain a basic understanding of the structure and function of the human body. Each body system and its normal function is introduced throughout, as well as the medical terminology, disease process, common diseases and disorders, signs and symptoms, etiology, special considerations for the geriatric and pediatric patient, diagnostic examinations, and current methods of treatment. This course is designed to run concurrently with Medical Office Management MIB1-0300 and Insurance Billing & Coding MIB01- 0100. This course matches requirements as established by the National Center for Competency Testing.
MIB1-0300	MEDICAL OFFICE MANAGEMENT	Topics include concepts of effective communication, administrative functions, basic practice finances, managed care and insurance, procedural and diagnostic coding, legal implications, and ethical considerations. This course is designed to run concurrently with Anatomy & Physiology MAB1-0200 and MIB1-0100 Insurance Billing & Coding. This course matches requirements as established by National Center for Competency Testing.
MIB1-0200	MEDICAL INSURANCE BILLING PRACTICUM	The Medical Insurance Billing Practicum is a period of 140 directed hours of non-paid medical billing/coding experience in a physician's private office, hospital, clinic, insurance company or other related facility. The program coordinator in conjunction with the practicum coordinator is responsible for initiating contractual agreements as well as student placement. Students must successfully meet all program requirements to be eligible to participate in the practicum experience. 140 hours of directed non-paid practicum experience is a graduation requirement and must be met satisfactorily. Student practicum evaluations are completed on site by the facility mentor/supervisor. Students complete a practicum site evaluation on final conference prior to program completion/graduation.