

**American Academy of Professional Coders**  
2480 South 3850 West, Ste B, Salt Lake City, UT 84120  
[www.aapc.com](http://www.aapc.com)

## **Medical Billing and Reimbursement Syllabus**

**Prerequisites:** Knowledge of medical terminology and anatomy recommended.

**Clock Hours:** 80

**Course Length:** To be completed at student's own pace within a 4-month period or less. Enrollment date begins at date of purchase.

**Class Hours: Days/Times per week:** Online course, independent self-study, no classroom meetings; student may login to course at their own time schedule, no specific login times. Students may email course content questions to coaching staff.

**Certificate of Completion Issued:** Yes

**Course Description:** Medical Billing introduces the student to health insurance and reimbursement. In this course the student will become familiar with common medical billing practices, the health insurance industry, legal and regulatory issues and differences in reimbursement methodologies. The student will learn principles of medical billing related to proper claim form preparation, submission and payment processing. This course is recommended for anyone who is preparing for a career in a medical billing department at a physician's office, clinic or similar positions.

**Course Objectives:**

1. Describe the variety of career possibilities and areas of specialization open to those trained as insurance billing specialists.
2. Describe the evolution of the insurance industry in the US
3. Distinguish between the major classes of health insurance contracts
4. Understand the legal regulatory considerations involved in health care reimbursement.
5. Explain the process of a physician-based insurance claim including obtaining patient data, claim form completion, insurance carrier processing and payment received.
6. Demonstrate the ability to use the three major coding manuals, CPT®, ICD-9-CM and HCPCS.

**Course Content:**

Module 1—Health Insurance Specialist Career  
Module 2—Introduction to Health Insurance  
Module 3—Managed Health Care  
Module 4—Development of an Insurance Claim  
Module 5—Legal and Regulatory Considerations  
Module 6—ICD-9-CM Coding  
Module 7—CPT® Coding  
Module 8—HCPCS Coding System  
Module 9—CMS Reimbursement Issues  
Module 10—Coding for Medical Necessity  
Module 11—CMS – 1500 Claim Instructions  
Module 12—Commercial Insurance  
Module 13—Blue Cross and Blue Shield Plans  
Module 14—Medicare  
Module 15—Medicaid  
Module 16—TRICARE  
Module 17—Workers' Compensation

**Methods of Evaluation:**

The instructional methods used include reading assignments, practice exercises, audio lectures, discussion board assignments, module review tests. To receive certificate of completion, students must achieve a passing score of 70% or higher and complete the course within a 4-month time period. No reduced hours in the course or tuition discount for previous education or training will be granted.

**Included Textbooks:**

1. Understanding Health Insurance, A Guide to Billing and Reimbursement 9th Edition - Textbook; JoAnn C. Rowell and Michelle A. Green; ISBN: 1428301135 (both text and workbook)
2. Understanding Health Insurance, A Guide to Billing and Reimbursement 9th Edition - Workbook; JoAnn C. Rowell and Michelle A. Green; ISBN: 1428301135 (both text and workbook)

**Required Textbooks (not included):**

1. CPT® Professional Edition (current year), AMA publisher
2. ICD-9-CM Volumes 1 & 2 (current year), any publisher
3. HCPCS Level II Professional (current year), any publisher

Required textbooks may be purchased through AAPC or any major bookseller.

**Computer Requirements:** High-speed internet connection, Windows Media Player, Adobe Reader

**Course Enrollment Fee:**

Payment is due in full at time of enrollment. Fees listed do not include additional required textbooks to be purchased separately by student.

AAPC member:	\$1195
Course + One Year AAPC Student Membership:	\$1265
Nonmember:	\$1495