



**EDISON STATE
COLLEGE**

LEE CAMPUS

Center for Professional Development

MEDICAL BILLER TRAINING PROGRAM With Externship

As a Medical Biller, you will process medical claims for a variety of insurance carriers. This program is designed to prepare students with the knowledge, competencies, and technical skills for entry-level positions as a Medical Biller.

This course combines 126 hours of classroom instruction with a 120-hour externship to provide you with a complete learning experience.

Upon successful completion of this course, the student will receive a certificate of completion as having completed the training requirements of Medical Billing. Once the student is established in the profession, the student may seek professional certification with one of several organizations.

This program was designed to introduce students to the major nationwide medical insurance programs, give students a basic knowledge of the national diagnostic and procedural coding systems and simplify the process of filing claim forms.

Objectives and Outcomes:

1. At the end of the course the student will be able to:
2. List and discuss the responsibilities of health insurance specialists.
3. Outline the confidentiality issues in the transmission of sensitive patient records via facsimile and the Internet.
4. Describe the authorization process for a patient requesting an appointment.
5. List the managed care models.
6. Apply the basic steps in coding diagnoses using the ICD-9 coding system.
7. Explain the basic format of the CPT-4 system.
8. Accurately code inpatient and outpatient procedures using HCPCS Level I and II codes.
9. State the processing steps that must take place before a completed form can be mailed to the insurance company.

10. Complete the following claims accurately:
- a. Commercial fee-for-service
 - b. Blue Cross/Blue Shield
 - c. Medicare
 - d. Medicaid
 - e. CHAMPUS/CHAMPVA/TRICARE
 - f. Worker's Compensation
 - g. Disability Compensation

Dates: Tuesday and Thursday evenings and Saturdays,
Starting, Tuesday, January 25th to April 9th, 2011

Times: 5:30pm to 9:30pm Tuesdays and Thursdays
and
Saturdays, 9:00am to 4:00pm

Cost: \$2,795. (includes textbooks, course materials, externship placement
and certificate of completion.

Location: Edison State College, Lee Campus, room to be announced

Instructor: TBA

Seats are limited, so register today!
Advance registration and payment is required
For registration form and information, call 239-489-9235, email
celee@edison.edu
OR download from www.edison.edu/lee/ce