



MEDICAL BILLING CERTIFICATE

MBILL 019 — Medical Billing Certificate, 600.0 hours

PROFESSOR

Gina is a part-time Independent Consultant and full-time Compliance Manager at Central Maine Healthcare. Prior to joining CMHC, she was the Internal Audit Director at Maine General Health. Gina worked as a Senior Manager Consultant at BNN's healthcare management consulting practice, specializing in medical billing and coding education, provider education, chart auditing, billing compliance, provider-based practices and billing, and chargemaster reviews.

Gina has over 30 years of healthcare experience, including managing billing compliance and medical audit functions, and conducting educational sessions for a major New England hospital system. She was also previously employed as the director of the Coding Center, which provided chart auditing services, on-site coding education programs, and coding certification courses.

CONTACT INFORMATION

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ONLINE SUPPORT (IT) AND MOODLE NAVIGATION:

All members of the Lakewood University community who use the University's computing, information or communication resources must act responsibly. Support is accessible by calling 1-800-517-0857 option 2 or by emailing info@lakewood.edu

BOOKS AND RESOURCES

Green, Michelle A. *Understanding Health Insurance: A Guide to Billing and Reimbursement*, 2024 Edition. 19th Edition. Cengage Learning US, 2024.

EVALUATION METHOD

Graded work will receive a numeric score reflecting the quality of performance.

Course Requirement Summary

- Assignments - Total of 140 Points
- Weekly discussion forums-Total of 80 Points
- Lesson Test - 280 Points
- Final Exam - 50 Points

GRADING SCALE

Graded work will receive a numeric score reflecting the quality of performance as given above in evaluation methods. The maximum number of points a student may earn is 550. To determine the final grade, the student's earned points are divided by 550.

Your overall course grade will be determined according to the following scale:

- A = (90% -100%)
- B = (80% - 89%)
- C = (70% - 79%)
- D = (60% - 69%)
- F < (Below 60%)

ACADEMIC INTEGRITY/ PLAGIARISM:

Cheating (dishonestly taking the knowledge of another person whether on a test or an assignment and presenting it as your work) and plagiarism (to take and pass off as one's own the ideas or writing of another) are a serious issue. While it is legitimate to talk to others about your assignments and incorporate suggestions, do not let others "write" your assignments in the name of peer review or "borrow" sections or whole assignments written by others. We do get ideas from life experiences and what we read but be careful that you interpret these ideas and make them your own.

I am aware that many types of assignments are available on the internet and will check these sources when there is legitimate suspicion.

Penalty is a zero on the assignment. In cases where there is a major or continuous breach of trust, further discipline, such as an "F" in the course, may be necessary.

The major consequence of any form of cheating is damage to your character and the result of trust and respect.

DISABILITY ACCOMMODATIONS

Students who have a disability and wish to request an academic accommodation should contact Jim Gepperth, the Disabilities Services Coordinator and Academic Dean. The student can request an accommodation at any time although it is encouraged to do so early in the enrollment process. The student should complete an accommodation request form which begins a conversation between the school and the student regarding the nature of their disability and an accommodation that would help the student succeed in their program. The school may request documentation regarding the disability to address the accommodation request effectively. The school will communicate to the student the type of accommodation arranged. This process typically follows a team approach, bringing together persons from the academic department (including the instructor) and personnel from other departments as necessary. Additional information on disability accommodations may be found in the Lakewood University Catalog.

Disability Services Email: disabilityservices@lakewood.edu

SUPPLEMENTAL TEXTS

You can use the following resources to assist you with proper source citation.

American Psychological Association Style Guide- https://www.mylakewoodu.com/pluginfile.php/118179/mod_resource/content/1/APA%20Style%20Guide%207th%20edition.pdf

The Purdue OWL website is also a helpful resource for students. Here is a link to the OWL website: https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

LIBRARY

Mary O'Dell is the Librarian on staff at Lakewood University

She is available by appointment. You can make an appointment with her by emailing her at modell@lakewood.edu or call at 1-800-517-0857 X 730

You may also schedule a meeting at this link: <https://my.setmore.com/calendar#monthly/r3a761583354923270/01032020>

She can assist you with navigating LIRN, research, citations etc.

SUPPORT

Each student at Lakewood University is assigned a Success Coach. Your Success Coach exists to assist you with academic and supportive services as you navigate your program. They will reach out to you, often, to check-in. Please use the resources they offer.

Student Services is available to assist with technical questions regarding Lakewood University and all services available to you.

1-800-517-0857 option 2
info@lakewood.edu
studentservices@lakewood.edu

CAREER SERVICES

Students are offered Career Services at any point as they journey their academics at Lakewood University.

1-800-517-0857 option 2
careerservices@lakewood.edu

LESSONS

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #1	<ul style="list-style-type: none">Health Insurance Specialist Career	Reading: Understanding Health, Chapter 1 Assignment #1 Essay Medical Billing Lesson Test #1 Lesson Evaluation	Complete all activities and tests in lesson	Objective 1
Lesson #2	<ul style="list-style-type: none">Introduction to Health InsuranceManaged Health Care	Reading: Understanding Health, Chapters 2-3 Assignment #2 Medical Billing Lesson Test #2 Lesson Evaluation	Complete all activities and tests in lesson	Objective 4
Lesson #3	<ul style="list-style-type: none">Managed Health Care	Reading: Understanding Health, Chapter 4 Assignment #3 Medical Billing Lesson Test #3 Discussion Forum — Life Cycle of a Claim Lesson Evaluation	Complete all activities and tests in lesson	Objective 2
Lesson #4	<ul style="list-style-type: none">Revenue Cycle Management	Reading: Understanding Health, Chapter 5 Assignment #4 Medical Billing Lesson Test #4 Discussion Forum — The 1970s Affect on Healthcare Lesson Evaluation	Complete all activities and tests in lesson	Objective 3 Objective 7
Lesson #5			Complete all activities and tests in lesson	Objective 6

- Legal and Regulatory Issues
- Reading: Understanding Health, Chapters 6
Assignment #5
Medical Billing Lesson Test #5
Lesson Evaluation

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #6	<ul style="list-style-type: none"> • ICD-10-CM Coding 	Reading: Understanding Health, Chapter 7 Assignment #6 Medical Billing Lesson Test #6 Lesson Evaluation	Complete all activities and tests in lesson	Objective 1 Objective 4 Objective 5

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #7	<ul style="list-style-type: none"> • CPT Coding 	Reading: Understanding Health, Chapter 8 Assignment #7 Medical Billing Lesson Test #7 Lesson Evaluation	Complete all activities and tests in lesson	Objective 1 Objective 4 Objective 5

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #8	<ul style="list-style-type: none"> • CMS Reimbursement Methodologies 	Reading: Understanding Health, Chapter 9 Assignment #8 Medical Billing Lesson Test #8 Lesson Evaluation	Complete all activities and tests in lesson	Objective 1 Objective 4 Objective 5

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #9	<ul style="list-style-type: none"> • Coding Compliance, Clinical Documentation Improvement and Coding for Medical Necessity 	Reading: Understanding Health, Chapter 10 Assignment #9 Medical Billing Lesson Test #9 Lesson Evaluation	Complete all activities and tests in lesson	Objective 2

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #10	<ul style="list-style-type: none"> • CMS-1500 and UB-04 Claims 	Reading: Understanding Health, Chapter 11 Discussion Forum—InsureKids Assignment #10 Medical Billing Lesson Test #10 Lesson Evaluation	Complete all activities and tests in lesson	Objective 4 Objective 5

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #11	<ul style="list-style-type: none"> • Commercial Insurance 	Reading: Understanding Health, Chapter 12 Assignment #11 Medical Billing Lesson Test #11 Lesson Evaluation	Complete all activities and tests in lesson	Objective 1 Objective 7

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #12	<ul style="list-style-type: none"> • Blue Cross Blue Shield 	Reading: Understanding Health, Chapter 13 Assignment #12 Medical Billing Lesson Test #12 Discussion Forum—Blue Cross Blue Shield Lesson Evaluation	Complete all activities and tests in lesson	Objective 1 Objective 2 Objective 3

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #13	<ul style="list-style-type: none"> Medicare 	Reading: Understanding Health, Chapter 14 Forum—CMS Quarterly Medicare Updates Assignment #13 Medical Billing Lesson Test #13 Lesson Evaluation	Complete all activities and tests in lesson	Objective 1 Objective 2 Objective 3

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #14	<ul style="list-style-type: none"> Medicaid 	Reading: Understanding Health, Chapter 15 Assignment #14 Medical Billing Lesson Test #14 Lesson Evaluation	Complete all activities and tests in lesson	Objective 1 Objective 2 Objective 3

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #15	<ul style="list-style-type: none"> TRICARE 	Reading: Understanding Health, Chapter 16 Assignment #15 Discussion Forum—TRICARE Medical Billing Lesson Test #15 Lesson Evaluation	Complete all activities and tests in lesson	Objective 1 Objective 2 Objective 3

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #16	<ul style="list-style-type: none"> Workers' Compensation 	Reading: Understanding Health, Chapter 17 Assignment #16 Medical Billing Lesson Test #16 over Chapter 17 Discussion Forum—Course Experience Lesson Evaluation	Complete all activities and tests in lesson	Objective 1

DESCRIPTION

Lakewood University's Medical Billing program is to provide a comprehensive understanding of medical billing and its components. This program will contain many topics regarding medical billing topics such as managed care, insurance claim processing, a brief introduction to ICD-10-CM coding, HCPCS coding, and CPT coding and reimbursement methodologies. It will also cover claim form submission for Medicare, Medicaid, Blue Cross Blue Shield, Workers' Compensation, and TRICARE. It will also cover the basic office needs, how coding and billing interrelate, and how to maintain and establish the electronic health record.

Program Objectives

1. Define medical terms
2. Explain the importance of health insurances and managed health care
3. Process an insurance claim through the following: commercial insurance, Blue Cross/Blue Shield, Medicare, Medicaid, TRICARE, and Workers' Compensation
4. Demonstrate the basics of medical coding
5. Explain the importance of coding for medical necessity
6. Explain the legalities of medical billing
7. Follow essential CMS-1500 Claim instructions

OBJECTIVES

1. Define medical terms
2. Explain the importance of health insurances and managed health care
3. Process an insurance claim through the following: commercial insurance, Blue Cross/Blue Shield, Medicare, Medicaid, TRICARE, and Workers' Compensation

4. **Demonstrate the basics of medical coding**
5. **Explain the importance of coding for medical necessity**
6. **Explain the legalities of medical billing**
7. **Follow essential CMS-1500 Claim instructions**