**CPB® Preparation Course Syllabus**

**Prerequisites**:  Knowledge of medical terminology and anatomy (or AAPC courses) strongly recommended.

**Clock Hours**:  80 (Note: 80 clock hours accounts only for time spent in the online course, and does not include time spent outside the course or study time. Study time will vary widely per individual.)

**Course Length**:  To be completed at student's own pace within a 12-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**: This course introduces the student to health insurance and reimbursement. In this course the student will become familiar with 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, and the follow up process.  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.  This course is strongly recommended for anyone who is preparing for AAPC's CPB certification exam.

**Course Objectives:**
- Review an introduction to healthcare from a medical billing perspective.
- List a variety of health insurance models and how they affect medical entities.
- Understand the legal regulatory considerations involved in health care
- reimbursement and collections.
- Explain the process of a physician-based insurance claim including obtaining patient
- data, claim form completion, insurance carrier processing and payment received.
- Demonstrate the ability to use the three major coding manuals, CPT®, ICD-9-CM,
- and HCPCS Level II, and apply medical necessity standards.
- Explain the follow up process for A/R in a physician's office, including the top denials
- by insurance carrier along with their appeals process.

**Course Content:**
- Introduction to Healthcare
- Health Insurance Models
- Patient Registration Process/Data Capture
- Introduction to ICD-9-CM Coding
- Introduction to CPT® Coding

- Introduction to HCPCS Level II Coding
- Medical Necessity
- Claim Forms (CMS-1500 and UB-04)
- Billing
- A/R and Collection Concepts
- Government Carriers (Medicare, Medicaid, and TRICARE)
- Blue Cross/Blue Shield
- Commercial Insurance Carriers
- Workers' Compensation
- Final Exam

**Methods of Evaluation:**
The instructional methods used include reading assignments, practice exercises, interactive video/audio lectures,, chapter review tests, and final exam. To receive a certificate of completion, students must successfully complete the course within the allotted time frame of 12 months of less (monthly extensions may be purchased).

Successful course completion includes:

- An attempt of all required assignments
- A passing score of 70% or higher on all chapter review exams
- A passing score of 70% or higher on final exam
- An overall final course score of 70% or higher
- No reduced hours in the course or tuition discount for previous education or training will be
- granted.

**Included Reading Material:**
1. Medical Billing Training: CPB™ 2015; AAPC; AAPC publisher (available online only in PDF format, no textbook will be issued with this course)

**Required Textbooks:**
1. CPT® Professional Edition, AMA publisher
2. ICD-10-CM, any publisher
3. HCPCS Level II Professional, any publisher

**Recommended Textbooks/Supplies (Not Included):**
1. Medical dictionary, any publisher

**Computer Requirements:** High-speed internet connection with Blackboard supported operating System & Web browser (see "Course Requirements" tab at http://www.aapc.com/training/online-medical-billing-training-course.aspx); Adobe Flash Player; Adobe Acrobat Reader

Fees listed do not include any recommended textbooks/supplies or computer requirements, which are to be purchased separately by the student. Prices are variable and subject to change, see Legacy Education website for most current enrollment fee. www.medicalbillco.com

# Medical Coding Training: Live CPB®
## 12 Week Course Outline

Week 1
Chapter 01 – Introduction to Healthcare
Chapter 02 – Health Insurance Models and Consumer Driven Health Plans
Chapter 03 – Patient Registration Process and Data Capture

Week 2
Chapter 04 – Introduction to ICD-10-CM

Week 3
Chapter 05 – CPT Concepts

Week 4
Chapter 06 – HCPCS Level II Concepts

Week 5
Chapter 07 – Medical Necessity

Week 6
Chapter 08 – Claim Forms

Week 7
Chapter 09 – Billing
Chapter 10 – A/R and Collection Concepts

Week 8
Chapter 11 – Government Carriers (Medicare, Medicaid, TRICARE)

Week 9
Chapter 12 – Blue Cross/Blue Shield

Week 10
Chapter 13 – Commercial Insurance Carriers

Week 11
Chapter 14 – Worker's Compensation

Week 12
Review & Final Exam