

NASSAU BOCES - ADULT EVENING PROGRAM  
Joseph M. Barry Career & Technical Education Center  
1196 Prospect Ave.  
Westbury, NY 11590

COURSE OUTLINE

Course Name: **Medical Billing / Medical Manager**  
Weeks: 8  
Sessions: 16  
Hours: 56  
Days/Time: Mon/Wed 6:30-10pm  
Instructor: Richard Moore  
Required Textbook: Understanding Medical Coding-A Comprehensive Guide; Sandra. Johnson; Delmar Publishing  
Prerequisites: Medical Coding as well as basic PC skills  
Adult evening Office: (516) 622-6950

Course Overview:

This course is Part II of the Medical Billing and Coding Certificate Program. The course provides billing services by utilizing the computerized industry-leading software package "Medical Manager." Emphasis will be placed on the responsibilities to the office and patient regarding the billing system. Areas include billing procedures and services, credit and collection policies, and problems encountered with collection.

Medical Coding & Billing Certificate: Requires Medical Coding and Medical Billing/Medical Manager for 98 total hours.

Course Topics

- Week 1 – 2 **Medical Billing and Collections**  
Telephone call inquiring and the practice and scheduling appointments  
Patient registration; new and established  
Insurance regulations; such HMO's and federal programs  
Collection policy and collection problems
- Week -3 **Filing the Claim Form**  
Understanding HCFA – 1500 claim form  
Knowledge of Medicare, Medicaid, and secondary payers  
Information required submitting claim form  
When claims are rejected, denied, or payment not received
- Week- 4 **Reimbursement and Auditing/Appeals**  
The five "ws"  
Effectiveness of Billing and Reimbursement  
The right to appeal a denial of reimbursement

- Week-5-6 **Introduction to the Medical Manager**  
Using the Medical Manager  
The File Maintenance Menu  
Entering Referring Doctor Information  
Support Files  
New Patient Entry  
Guarantor Information
- Week -7 **Office Management/Appointment Scheduling**  
Making and Canceling Appointments  
Daily list of Appointments  
Insurance Billing Worksheet  
Insurance Billing Process
- Week- 8 **Report Generation**  
Patient Billing  
Display Patient Data  
Review Key concepts in Medical Manager  
Final Exam