

MEDICAL BILLING LEVEL–1 (Part-time)

Medical Billing and Coding Specialists are in great demand, and crucial to all healthcare providers. They are the professionals who process patient data, insurance claims, manage billing records, and who accurately enter medical and diagnostic codes on billing and insurance forms.

They are responsible for coding a patient's diagnosis along with a request for payment from the patient's insurance company. As technology improves and medical records go digital, the way we manage healthcare information changes rapidly; it's imperative to be well trained and knowledgeable.



If you are currently working in a healthcare environment, or looking for a way to get into the field, our **Medical Billing Level–1 program** will provide you with relevant, hands-on training that can get you started. Additional courses in advanced levels will follow. This career path is ideal for those who like office work, have good organizational and communication skills, and would like to serve an important role in the health care industry. Employment opportunities are available at medical centers, hospitals, and many become self-employed and make it possible to work hours that revolve around their lives and priorities.

Course: **MEDICAL BILLING LEVEL–1**

Location: **CAMPBELL COLLEGE—MAIN CAMPUS** Telephone: **780-448-1850**
Stanley Building # 2 101, 11748 Kingsway AV NW, Edmonton AB T5G0X5

Parking: Available (free) on the service road in front of the building (brown brick, two-story)

Hours: **30 HOURS (3 hours per week), 10 WEEKS**

Time: **6:00 P.M. to 9:00 P.M.**

Dates: **THURSDAY EVENINGS, JANUARY 26, TO APRIL 6, 2017**

Cost: **\$400**—please register early to ensure your seat is reserved

\$360—EARLYBIRD SPECIAL (10% off) if you register on or before January 8, 2017

Please call to register for a **MEDICAL BILLING LEVEL–1 course information session** to be held on Thursday, January 5, 2017, from 6 p.m. to 7 p.m.

We will provide a program overview, answer questions, and if you register, you receive the 10% off.

Payment Options: We accept Visa, MasterCard, cheques, cash, money orders or e-transfers.

If preferred, E-mail Elizabeth@campbellcollege.ca with your e-transfer password when registering.

Links for additional information regarding medical billing:

<https://www.youtube.com/watch?v=8yB4Tm7Nx64>

<https://www.jobunlocker.com/blog/7-reasons-why-you-should-start-a-medical-billingcoding-career/>

www.campbellcollege.ca

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MEDICAL BILLING LEVEL-1

COURSE DESCRIPTION:

In this practical, hands-on, interactive training course, students will explore, understand, and use the Schedule of Medical Benefits, including health service codes, and ICD-9 diagnostic codes as they apply to Alberta medical billing. Students will learn how to apply the Governing Rules to physicians' billings.

Students will also explore a variety of appointment scheduling methods to see how they are intrinsically connected with physician's billings. Along with utilizing a variety of online resources, this course also introduces students to an example of one of the current industry-standard billing software programs available for medical billing.

Structured to be interactive and flexible, this course encourages student participation and will strive to incorporate students' backgrounds and interests in to practical billing scenarios to enhance their learning. The course is presented utilizing a variety of different styles and activities, some of which are lecture presentations, question and answer sessions, practical application exercises, and research and scenario activities.

Although there is no official testing or homework in the course, students are encouraged to spend time outside of regular class hours to review and practice topics covered.

LEARNING OUTCOMES:

On completion of the Medical Billing Course, the student will be able to:

1. Understand the purpose of medical billing.
2. Understand the components of medical billing.
3. Recognize, understand and apply the Governing Rules of billing.
4. Locate, understand, and utilize the Schedule of Medical Benefits (SOMB) databases.
5. Recognize the difference between visit and procedure codes and understand when and how to utilize them.
6. Differentiate, understand, and utilize health codes, diagnostic codes, and fee modifiers to enhance medical billings.
7. Understand how patient appointment scheduling can impact medical billing.
8. Learn the importance of a computer- based billing software and how it is a necessary tool in today's medical office.
9. Utilize technology and electronic medical records software for medical billing. (HealthQuest)

Biography—Christine Griffiths B. Ed Instructor

Christine Griffiths received her Bachelor of Education degree from the University of Alberta, and her Office Administration Medical Major certification through MacEwan University.

Presently Christine works as a medical biller and medical office administrative assistant for numerous family medicine physicians, specialist physicians, and surgeons. She utilizes several of the current electronic medical records software programs available in the health care field today, and is well versed in computer assistance programs such as Word, Excel, Access, PowerPoint, and Outlook.

Christine has spent many years teaching in the adult education, post-secondary level education, and K to 12 education systems. She also spent several years as Team Leader for research, curriculum, and resource development for Division I and II mathematics. She believes in designing environments and instruction that promote student engagement and understanding.