

DETAILED SYLLABUS OF MEDICAL BILLING TRAINING PROGRAM

1. Introduction to US Healthcare 1.5 Hours
 - Healthcare in India and US
 - Patient, Provider and Payers Relationship
 - Generic Healthcare Terminology

2. BPO/Outsourcing 1.5 Hours
 - BPO-Business Process Outsourcing
 - Client/Sub-client
 - Client
 - Billing Office
 - Revenue Cycle/Medical Billing Professionals

3. Different Stages in Revenue Cycle Process 6 Hours
 - Patient Registration
 - Encounter/Visit
 - Transcription
 - Medical Coding
 - Clearing House Functions
 - CMS 1500 - Sample Form
 - Universal Billing 04 -Sample Form
 - Billing Office Functions - Revenue Cycle
 - a. Demographic Entry or Entry of Demographics
 - b. Entry of details from Charge Sheets/Charge Tickets
 - c. Payment Posting
 - d. Accounts Receivable
 - Insurance Company (Payer) Functions
 - Claims Adjudication for Electronic Claims
 - Claims adjudication for Paper Claims

4. Medical Coding 5 Hours
 - Procedure Codes
 - Diagnosis Codes
 - Specialities (with definitions)
 - Modifiers

5. Billing Terminologies 3.5 Hours
 - Participating Providers
 - Non-Participating Providers
 - Network of Providers
 - Billed Amount

- Allowed Amount
- Paid Amount
- Contractual Adjustment
- Patient Responsibilities
- Stop Loss Clause
- EOB Calculations
- COB-Coordination of Benefits
- Birthday Rule
- Pre-Determination
- Waiver of Liability
- ABN-Advance Beneficiary Notice
- Provider Reimbursement Methods
- Providers ID Numbers
- Pre-Existing Condition
- Authorizations
- Payback/Refund/Take Back
- Offset
- Timely Filing Limit

6. Insurance - Classification and Concepts 2.5 Hours

- Insurance: Introduction
- What is Insurance?
- Health Insurance Policy
- Features of Medical Insurance
- Why do we need Health Insurance?
- Role of Medical Insurance
- Unique features of American Healthcare Insurance
- Differences: Indian and US Healthcare

7. Insurance Classification 2 Hours

- Traditional Care
 - a) Basic Coverage
 - b) Major Medical Plans
 - c) Comprehensive Plans
- Managed Care Plans
 - a) HMO
 - b) POS
 - c) PPO
 - d) EPO
- IPA - Independent Practice Association

8. Types Of Insurance/Plan 2:5 Hours

- Private Insurance/Commercial Plans
 - a) Individual Plan
 - b) Group Plans

- c) Types of Group Plans
- Public Insurance/Federal Plans
 - a) Medicare
 - b) Medicare Secondary Payer Rules
 - c) Medicaid
 - d) Medigap
 - e) CHAMPUS
 - f) CHAMPVA
 - g) FEHBP

9. Case Studies	2 Hours
<ul style="list-style-type: none"> • Case study 1 • Case study 2 • Case study 3 • Case study 4 • Case study 5 • Case study 6 • Case study 7 • Case study 8 	
10. Liability insurance	0.5 Hours
<ul style="list-style-type: none"> • General Liability • Auto Accidents Insurance • Workers Compensation 	
11. Claim Rejections Vs Review	1 Hour
12. Transaction Processing Training	1 Hour
<ul style="list-style-type: none"> • Registration Form (Demographic Sheet) • Insurance Card Copy • Charge Sheets/Fee Tickets • EOB - Explanation of Benefits • Denial Analysis and Management 	
13. Basics of AR Calling	1 Hour
14. Comprehensive Final Examination	2 Hours

(Please note: The exact duration of each class/topic can vary depending on class strength and learning speed)