Medical Billing
LEARNING OBJECTIVES

Our medical billing online training was developed by industry experts with real-world input from employers—designed to help you quickly absorb all the knowledge and skills needed to thoroughly understand the healthcare reimbursement process and methods.

Program Orientation

- Identify the elements, expectations, and requirements of the program.
- Navigate the program using the pages, menus, and buttons provided.
- Use the program tools, including the study planner, gradebook, and completion report and be able to contact Career Step via phone, email, forums, chat rooms, and social media.
- Identify and use program-specific resources.

Introduction to Healthcare

- Identify health information management concepts common to allied health professionals.
- Describe characteristics of health care delivery and settings in the United States.
- Delineate career opportunities for health information management professionals

Digital Technology

- Have a basic understanding of the internet and evaluated hardware.
- Understand and be able to use various programs and apps.
- Be able to explain privacy and digital security in digital technology.
- Describe the fundamentals of input and output.
- Have an understanding of network devices.
- Use technology to help you find a career.

Comprehensive Medical Terminology

- Analyze how medical terms are built using common word parts
- Properly spell, define, and pronounce medical terms associated with each of the major body systems.
- Identify and define the word parts most frequently associated with the major body systems

Law, Liability and Ethics for Healthcare

- Describe the structure of the healthcare industry and how it relates to the medical office profession.
- Identify law and regulations related to the healthcare workplace.
- Describe how law flows from the constitution to the courtroom.
- Recognize what makes a contract and who can contract.

Anatomy and Physiology Essentials

- Identify the structures, locations, and functions of major body systems and the organs that comprise them.
- Explain how the organs of the major body systems interact and maintain homeostasis.

Health Information Management

- Explain the role of health information management in patient care documentation and medical coding and billing.
- Identify types of health records and the documentation requirements, data sources, collection tools, and potential issues associated with each type.
- Discuss the evolution of the electronic health record (EHR) and its administrative and clinical applications.

Medical Billing

- Explain health insurance careers, opportunities, and expectations.
- Differentiate between major health insurance programs, government-sponsored health benefit programs, and related federal health care legislation.
- Explain revenue cycle management.

Program Completion

- Prepare to take the next steps after program completion.