

Medical Billing

LEARNING OBJECTIVES



NORMANDALE
COMMUNITY COLLEGE



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. But, our program is way more than just training. It's preparation for industry certification and employment. When you complete our program you'll get a free Certified Billing and Coding Specialist (CBCS) exam voucher, (a \$117 value).

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.

Computer Fundamentals

- Identify basic computer hardware and interpret system requirements.
- Navigate a Windows operating system environment as well as install and operate basic software utilities.
- Navigate between websites in multiple tabs or windows, send and receive email, and access search engines to find information and troubleshoot basic computer problems.
- Recognize basic technologies related to an office environment.

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

Anatomy and Physiology

- 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.

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

Comprehensive Pharmacology

- Define basic pharmacology terminology.
- Identify U.S. drug laws and explain their importance in patient care and health services documentation.
- Differentiate among drug classifications, routes of entry, mechanisms of action, and therapeutic treatments related to specific body systems and disease conditions.

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.

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.

Total Hours: 367



in partnership with  CareerStep

952.358.8343 - ncal@normandale.edu
www.normandale.edu/CE/classes