



## Billing Certification (BC)

This certification is the first level of training for hospital billers. Hospital Billers are accountable for the compliant and correct billing of claims generated through multiple services provided by the hospital. The Hospital Biller plays a key role in the hospital's revenue cycle; and, their attention to detail, follow-up and CMS billing guidelines is vital to the hospital's financial success.

### 1) Billing Certification Introduction

- Explain the purpose of this Billing Certification.

### 2) Introduction to Hospital Billing

- Describe your role as a biller.
- Recite the history of the UB04.
- Recognize why electronic billing is so much faster and better than paper billing.
- Identify payers.

### 3) Understanding and Utilizing the UB-04

- Complete a UB04.
- Describe the form locators on the UB04.
- Restate UB04 requirements.
- Identify the payer.

### 4) What Are My Services? How Do I Bill For Them?

- Determine the type of service a patient received
- Determine bill types
- Complete FL 42 49 based on service and TOB
- Complete FL 66 81 based on service and TOB

### 5) Health Care Billing Compliance

- Define compliance as it relates to health care and identify the agencies that are responsible for making the rules.
- Summarize and give examples of the False Claims Act.
- Summarize the Anti-Kickback Statutes, The Stark Law and EMTALA.
- Discuss the various payment methods used by Medicare that are target areas for fraud and abuse investigations.
- Outline components of an effective compliance program.

### 6) 3 Day Window Rule

- Explain the 3 day window rule.
- Define the differences in diagnostic and non-diagnostic services.
- Identify services which are subject to the rule.
- Understand the recent changes in the rule.

### 7) Medicare Consolidated Billing

- Explain when/why consolidated billing was implemented.
- Discuss what is included and excluded from SNF and HHA consolidated billing payments.
- Recognize admission source codes and discover why they are important.
- Restate what hospital registration responsibilities are and why they are important if a patient is in a PPS stay.

### 8) Observation Billing Guidelines

- Define and explain what Observation services are.
- Explain what documentation is needed and how to calculate hours for Observation services.
- Discuss how to charge for and what the billing requirements are for Observation services.

### 9) Swing Bed Admission & Billing Guidelines

- Describe swing beds, why they are utilized, who is eligible, and how the swing bed program is documented.
- Identify which patients qualify for the swing bed program.
- Explain the difference in "acute care" and "skilled care" and determine which qualifies for the swing bed program.
- Discuss how Medicaid and Medicare provide reimbursement for the swing bed program.

### 10) Billing Certification Final

- Explain final Billing Certification activities.

**Learning Outcomes Standard:** Based upon requirements set by Centers for Medicare & Medicaid Services (CMS Billing Manual, CMS Transmittal 796, CMS website), Federal Register, Hospital Billing Guidelines, Ingenix UB Editor, and expert billing knowledge.

You will receive 0.8 CEUs/8 credit hours for this course when all Learning Outcomes Conditions have been met.

**\*PREREQUISITE:** You must take the Patient Access Certification and the Patient Access Specialist Certification; or, if you prefer, you can take the Billing Prerequisite course. You will not be allowed to pass this course until you have completed PAC & PAS or Billing Prerequisite.



## Certification Pathways

### Patient Access Certification Path



### Patient Access to Billing Specialist Path



### Billing Certification Path



## Additional Business Office Certifications

Financial Counselor Certification (FCC)

Certified Healthcare Hospitality Specialist (CHHS)

Ten Essential Management Skills Certification

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