



## Billing Specialist Certification (BSC)

This certification is the second level of training for hospital billers, after the Billing Certification. The PFS/Billing Specialist Certification includes more advanced billing courses designed to offer you more in depth knowledge of the association between billing, medical terminology, denial management, policy and procedure, and basic coding. Considering the constant changes in healthcare billing, these courses will give you the tools you will need to stay current with billing specifications and help you obtain maximum reimbursement from your payers. This certification is the financial key to your facility's revenue cycle management success. Once you complete this certification, make sure to watch for new courses that will keep you up to date with the on-going changes in reimbursement.

**REQUIRED COURSES & LEARNING OUTCOMES:** Upon completion of this certification, student will be able to:

### 1) PFS/Billing Specialist Certification Introduction

- Explain the purpose of this certification.

### 2) Insurance Follow up

- Effectively collect payments from insurance companies.
- Follow up on claims more efficiently.
- Increase your facility's revenue by using your improved knowledge for handling claims and complications.

### 3) Remittance Advice, Cash Posting & Credit Balances

- Read Remittance Advices from multiple payers.
- Decide which information on these remittances needs to be posted into a patient's account.
- Research credit balances on your patients' accounts with a focus on Medicare Credit Balance.
- Define the role of the Denial Management Team.

### 4) Denial Management

- Explain how denials affect most every department in your facility.
- Set up your own Denial Management Team.
- Track and monitor denials.
- Utilize the appeal process more effectively.

### 5) Medical Terminology II

- Explain the building blocks of medical terminology.
- Understand combining vowels and pronunciation of words.
- Complete Fahrenheit to Celsius conversions.
- Utilize conversion tables for metric to non-metric measurements.
- Recognize descriptive medical terms and eponyms.
- Decipher more medical terms than ever before.

### 6) Coding for the Non-coder

- Discuss what medical coding involves.
- Recognize what CPT/HCPCS codes are used for.
- Explain why, when and how codes are applied.
- Identify how coding is connected to reimbursement.
- Describe how codes are linked to medical necessity.
- Identify ICD coding and how it is different from HCPCS/CPT coding.

### 7) Medicare Modifiers

- Identify the most commonly used modifiers as well and know when and how to use them.
- Explain how utilizing modifiers can affect your reimbursement.
- Integrate specifics on which modifier to use with the most common OCE edits.
- Analyze how improper use of modifiers can put you at risk.

### 8) Billing & Coding for IV Drug Administration

- Explain the complicated rules of IV drug administration.
- Identify the three categories of IV infusions and injections.
- Discuss the hierarchy of CPT reporting.
- Utilize the rules for initial, sequential and concurrent injections and infusions.
- Explain the importance of documentation and related documentation rules.

### 9) Evaluation and Management (E/M) Services

- Explain what an E/M code is at your facility and know when to use them.
- Describe the different models available for E/M assignment.
- Interpret CMS requirements under OPPS.
- Outline your own internal guidelines.

### 10) Business Office Policy & Procedure

- Establish new or update existing policies and procedures in your business office.
- Explain the importance of keeping policies and procedures current.
- Describe Financial Policy, Charity Care & Financial Discount Policy, and Policy on Billing Practices.

### 11) PFS/Billing Specialist Certification (FINAL)

You will receive 1 CEU/10 credit hours for this course when all Learning Outcomes Conditions have been met.

**PREREQUISITE:** You must complete the Billing Certification (BC) before taking this PFS/Billing Specialist Certification. You will not be allowed to pass this certification until you have completed Billing Certification, which can be found in the Course Catalog.



## 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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