



## Billing Prerequisite

This Billing Prerequisite was created to allow those not interested in the Patient Access Certification (PAC) and Patient Access Specialist Certification (PAS) to take the courses required for the Billing Certification. Learners will have 6 weeks to complete this 6 hour course. In order to complete this Billing Prerequisite, along with 0.6 CEU/6 credit hours, users must complete all of the required courses listed here and all assignments within each course.

### **LEARNING OUTCOMES**

Upon completion of this course, student will be able to:

#### **Health Insurance Basics:**

- Define key terms for insurance.
- Review the different types of insurance.
- Distinguish managed care plans.
- Explain timely filing, explanation of benefits (EOB) and pre-certification/pre-registration.

#### **Medical Terminology:**

- Recognize the 3 elements of medical words.
- Define common words.
- Identify medical abbreviations.

#### **MSP - Medicare Secondary Payer:**

- Define MSP provisions
- Recognize types of insurances where Medicare would be a secondary payer
- Identify insurances and situations where Medicare would be a secondary payer
- Discuss the MSP questionnaire

#### **ABN - Advance Beneficiary Notice:**

- Define ABN.
- Recognize when and how to obtain an ABN.
- List what services may require an ABN.
- Restate the components of an ABN.
- Discuss the specific billing requirements when an ABN is issued.

#### **Addressing Patient Centered Care in your Business Office:**

- Define what Patient Centered Care means in health care today.
- Summarize the relevance of patient centered care in the patient access role
- List the benefits of patient centered care.
- List ways to meet the challenge of integrating patient centered care.
- Express how peer review is useful in healthcare.

#### **Professional Conduct in Healthcare:**

- Define what communication means.
- List barriers to effective communication in healthcare.
- Identify techniques for improving communication in healthcare.
- Distinguish between typical groups of customers and how this impacts our approach to their care.
- Outline ways to assist patients with Special Needs.
- Identify basic safety needs in your facility.
- Review the key aspects of HIPAA.
- Recognize the key aspects of patient rights.
- Identify laws and policies that mandate ethical conduct in healthcare.
- Apply these legal and ethical terms to the role of patient access.

\*No pre-requisites.

*Please note that all references to Medicaid refer to Georgia Medicaid. Please reference your state Medicaid regulations for all Medicaid specific instruction.*

#### **Learning Outcomes Conditions:**

Listen to all voiced Required Courses in their entirety.

Complete certification within **50 days**.

Pass all quizzes with a 80% or better.

Complete Certification Evaluation.

Handouts provided in the Digital Library.

Definitions provided in Glossary.

You will receive 0.6 CEU/6 credit hours for this course when all Learning Outcomes Conditions have been met.



# HTHU Business Office Certifications

[www.hthu.net](http://www.hthu.net)

## 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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We look forward to working with you to customize the programs available to meet your organization's needs. If you have any questions, please contact a member of our HTHU team.

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