

LOCATION: KC Metro or
Online-Hybrid

Medical Billing Professional with Remote Worker Certificate

Program Description: This Medical Billing program is intended for students who want to prepare for an exciting, challenging and rewarding career in healthcare. This medical billing course offers the skills needed to access payer specific guidelines, solve insurance billing problems, how to manually file claims (using the CPT and ICD-10 manual), complete common insurance forms, trace delinquent claims, appeal denied claims and use generic forms to streamline billing procedures.

Program Details: The course covers the following areas:

- Skills for employment success
- Verifying patient demographics
- Coordination of patient benefits
- CPT (Introduction, Guidelines, Evaluation, and Management)
- ICD-10 (Introduction and Guidelines)
- Manual claims processes for medical insurance and third-party reimbursements
- Students will learn how to find the service codes using manuals (CPT, ICD-10 and HCPCS)
- Human Behavior Model and Application
- Remote Worker Strategies

Students will participate in a holistic learning program that strengthens their ability to apply the related knowledge, skills, and abilities required to successfully perform at a high level in life and on-the-job. In addition to Healthcare Technical Competencies, the curriculum effectively addresses the Personal Effectiveness, Academic and Workplace Competencies (Tiers 1-3) of the DOL-ETA Competency Model Pyramid.

CoreBuilders© Workplace Success Skills in Active Learning, Self-Leadership, Integrity, Teamwork, Communications, Human Behavior, Goals, Problem Solving and Career Management.

About Medical Billing occupations:

Medical billing professionals, classified under medical secretaries, can earn \$36,610/year on average with a starting pay of around \$17-\$18 per hour. According to the Missouri Economic Research and Information Center a 10.9% increase in total Missouri employment is expected from 2020 to 2030.

Program Prerequisites: 18 years of age or older. HS diploma or equivalent. Basic use of Computers. Access to a computer with Internet at home or another access point on a regular basis.

Contact Hours (including out of class work): 300

Expected Award: UCM Certificate of Completion | Certified Professional Biller (CPB) from AAPC | Remote Worker Certification.

Tuition: \$4295 (includes books, fees and exam costs)

Additional Fees: Laptop (if needed), \$400

Delivery Format: Online Hybrid (with Instructor Interaction) or Instructor-led

For more information, visit ucmo.edu/workforce
or contact us at extstudies@ucmo.edu.