

**Certified Medical Billing Specialist (CMBS)  
Study Guide  
Certification Program**

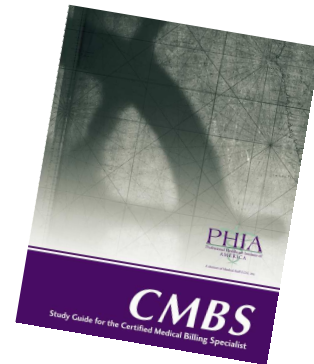
Our **CMBS study guide** is a collection of over 200 questions including an answer key, practical billing scenarios (completing the 1500 forms) and a Mock certification exam. The Mock exam hosts the same type of questions that will be found on the actual certification exam. We include the answer key and instructions for the Mock exam as well.

When you successfully pass the Mock exam you will be ready to sit for the **CMBS** exam which you can do in our facility or in an approved proctor facility in your home town. A proctor exam form must be completed before the exam can be sent to a site outside the **PHIA** facility. When you are ready to sit for the **CMBS** exam you can email or call to request one.

Once you pass the **CMBS** exam and receive your congratulatory letter, you are entitled to use the **CMBS** credential behind your name. You will also be required to earn 16 CEU's per year of medical billing related continuing education. **Prior approval is suggested.**

**Prerequisites:**

- ◆ High School Diploma or GED
- ◆ A minimum of two years experience in inpatient/outpatient billing **OR** current certification or degree in Medical Coding or another related field.
- ◆ Must be a current **PHIA** member in good standing.



**CMBS Study Guide Fee: \$299**

**CMBS Exam Fee: \$250** (due 2 weeks prior to sitting for the exam)

**PHIA Membership** (if not current): **\$95 annually**

**Registration Fee \$40** (If this is the first course you've taken with PHIA. Non-refundable)

**CMBS Study Guide Objectives**

Upon successful completion of this study guide the student will qualify to sit for the CMBS certification exam which covers the following areas of the Medical Billing profession:

- Understanding Insurance Basics
- Electronic Claims Processing
- Insurance Processing
- Post Submission of Claims
- Requests for Review & Appeals
- Privacy, Confidentiality & HIPAA
- Types of Insurance & Third Party Payers
- The Coding Systems
- Managing Insurance & Patient Accounts
- Insurance Accounts Receivable Management
- Compliance Programs & the OIG

**PHIA-Professional Healthcare Institute of America™**

**Dupont Professional Towers  
4010 Dupont Circle, Suite 418  
Louisville, KY 40207**

**502-473-8806 Office  
866-473-3036 Toll Free**

**[www.PHIA.com](http://www.PHIA.com)**

