



Fundamentals of Billing & Coding (FOBC) Diploma Program

A division of Medical Staff S.O.S., Inc.

This fundamentals diploma course is designed for those individuals who want to learn the basics of health insurance billing and coding. The student will be introduced to basic billing/coding guidelines, the process of completing claim forms and correct billing/coding for services and procedures to receive maximum reimbursement from the patient's insurance carrier. You will gain an understanding of medical procedure (CPT) and diagnostic (ICD-9-CM) coding, as well as, compliance guidelines and how to avoid fraud and abuse issues due to improper coding. The HCPCS coding manual is discussed in the CCP course. This online 24/7 diploma class is the only national fundamental coding course of its kind as this has been developed and is maintained by @PHIA - Professional Healthcare Institute of America™. By successfully completing the FOBC course, the student will be eligible to take the Certified Coding Professional (CCP) course.

This **10 week course** is available **on-line** in an audio/video streamed format. Here is how it works:

- The student listens to the lecture while watching the animated full-color format.
- When prompted by the instructor, the student follows along with the written material and completes exercises as if they were sitting in a physical classroom.
- Students may go back and review a lesson as many times as is needed in order to fully understand it.
- Students must complete assignments within the week and successfully pass a quiz in order to move on to the next week's lesson.
- Tests are graded immediately and you may view your student grade report any time.
- Each student will be assigned to a Faculty Advisor who is certified in coding for additional help if needed and to make sure the student is keeping up with the class.

Prerequisites: High School Diploma or GED, Completion of the Medical Terminology/Anatomy Diploma program* or the equivalent.

Course Fee: \$1195 includes FOBC Textbook/Workbook, CPT-4 Professional edition and the ICD-9-CM Expert for Physicians Volumes 1 & 2

Registration Fee \$40 (If this is the first course you've taken with PHIA there is a one time, non-refundable fee)

* "Experienced" students can opt to "test out" of the **Medical Terminology/Anatomy** course before going in to the FOBC course. RN's are not required to test out of the MTA course before going in to the FOBC course. A score of 75% or greater is required. For details or questions contact us through email at contactus@phia.com or call us at 502.473.8806 or 866.473.3036.

FOBC COURSE START DATES FOR 2012

January 16th
July 16th

February 13th
August 13th

March 12th
September 10th

April 16th
October 15th

May 14th
November 12th

June 11th
December 10th



Professional Healthcare Institute of
AMERICA

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Course Outline

Week 1

Basic ICD-9-CM

- History of ICD-9
- Symbols, Punctuation and Abbreviations
- General Coding Tools
- Official ICD-9 Guidelines
- How to use the ICD-9-CM Book

QUIZ

Week 2

Advanced ICD-9-CM- Part I

- ICD-9 codes 001-459

QUIZ

Week 3

Advanced ICD-9-CM – Part II

- ICD-9 codes 460-E999

QUIZ

Week 4

HCPCS /Modifiers/E&M and Anesthesia

- HCPCS
- E/M Guidelines
SOAP Format
Purpose of a Medical Record
Charting Do's & Don'ts
- Anesthesia
- The Index
- How to Use the CPT Book

Week 5

CPT-4

Putting It All Together:

ICD-9 and CPT-4 Coding Exercises

- Surgery
- Radiology
- Pathology and Laboratory
- Medicine
- Category III Codes
- ICD-9 Coding Exercises
- CPT-4 Coding Exercises
- Linking ICD-9 and CPT-4 Coding Exercises

Week 6

E & M Documentation and Introduction to Auditing

- Anatomy of an E/M Code
- CMS Documentation Guidelines for E/M Services
- Consultations
- Critical Care
- Preventive Medicine
- Medicare Definition of Fraud
- Basic Chart Auditing

QUIZ

Week 7

Introduction to Health Insurance

- What is Health Insurance?
- What is a Provider Number?
- History of Health Insurance
- Basic Insurance Overview



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Week 7 con't.

The Insurance Policy

- Coordination of Benefits
- Case Management
- Types of Coverage
- Individual
- Group
- Types of Third Party Payers
- Managed Care
- HMO, PPO, POS, EPO
- Medicare A & B
- Medicaid
- Worker's Compensation
- Disability
- Tricare
- Skills required
- Responsibilities of an Insurance Specialist
- Encounter Form/Patient Registration

QUIZ

Week 8

Filing Insurance Claims

- HCFA 1500
- UB-92
- Place of Service Codes
- Look at claims
- Compliance

QUIZ

Week 9

Review

Week 10

Cumulative Final Exam

®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

