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

<table>
<thead>
<tr>
<th>January 16th</th>
<th>February 13th</th>
<th>March 12th</th>
<th>April 16th</th>
<th>May 14th</th>
<th>June 11th</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 16th</td>
<td>August 13th</td>
<td>September 10th</td>
<td>October 15th</td>
<td>November 12th</td>
<td>December 10th</td>
</tr>
</tbody>
</table>
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
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