

Patient Access/Accounting

Employment Outlook

Jobs: Interviewers (except Eligibility and Loan) Salary: \$11.66 to \$24.84 per hour in Michigan

Outlook: 17% increase in Michigan

Places of employment include: Hospitals, Public Health Clinics, Insurance Companies, and Nonprofit Organizations (American Cancer Society, MS Society, etc.)

Program can be completed in 3 semesters

Prior to registration students must:

- Have a high school diploma or GED
- Possess keyboarding, Windows and mouse skills

Prior to internship participation students must:

- Meet background and criminal check requirements
- Obtain and pass a health screening and drug test at their own expense
- Purchase uniform



Upon successful program completion, receive a Macomb WCE certificate and be eligible to take three National certification exams: Certified Professional Coder (CPC), Certified Healthcare Access Associate (CHAA) and Certified Patient Accounting Technician (CPAT).

Classes should be taken in order

Medical TerminologyHLTH-8010A (see page 26)

Microsoft Office 2010..... CSFT-8063 (see page 26)

ICD-9 CodingHLTH-8007A (see page 26)

CPT CodingHLTH-8000A (see page 26)

Patient Access Services.....HLTH-8061A

Prerequisite: Medical Terminology and Microsoft Office 2010

Develop competency in the full range of patient access services including patient registrations and admissions, patient rights and responsibilities, customer services, and laws and regulations affecting patient access. No text required. (6 sessions)

92990 M 3/12-4/16 6 PM-9:55 PM \$195 CTR B122 M. Eastwood

Medical Billing.....HLTH-8008B

Prerequisite: Medical Terminology and Microsoft Office 2010

Obtain the knowledge and skills needed to submit insurance claims in compliance with payer's requirements. Spend significant time working with billing software. Text required, see page 46. Bring a USB drive to the first session. (10 sessions)

92993 T 3/13-5/15 5:30 PM-9:55 PM \$295 SOU C129 A. Taylor

Billing ApplicationsHLTH-8018A

Prerequisite: Medical Terminology and Microsoft Office 2010. Students must also have access to Microsoft Office software for homework.

An introduction to the life cycle of an insurance claim (UB-04 and 1500) with hands-on experience in completing paper and electronic claims, follow-up, collections and bad debt processing. Text required, see page 46. (10 sessions). Call 586.498.4000 to register, and then go to the ANGEL log in at www.macomb.edu to do your orientation prior to the first day of class.

92994 W 3/21-5/23 5:30 PM-8:55 PM \$195 Online A. Coligado

(First class will meet at MTEC room 123 on 3/21/12 from 5:30-9:00pm)

Patient Access/Accounting Internship HLTH-8066

Prerequisite: 7 prior classes

Participate in a 40 hour minimum internship.

92973 (Meeting details announced in class) TBD Offsite K. Saullo

Physical Therapist Assistant National Exam Prep HLTH-8065

It's the law. Michigan PTA practitioners are now required to be licensed in the State of Michigan. Prepare to ace the National Physical Therapist Assistant licensing exam with this two-day interactive course. Gain motivation and confidence to pass the examinations on the first attempt. You will design and implement a comprehensive study plan based on the latest information available from the Federation of State Boards of Physical Therapy; identify your current strengths and weaknesses by answering challenging multiple-choice questions; use quantitative and qualitative measures to determine your readiness to take the exams; examine the intricacies of computer-based testing; use innovative individual and group study tools to enhance the efficiency and effectiveness of study sessions; and maximize applied learning opportunities that will translate into higher examination scores. Detailed course manual included. Other optional review textbooks available at www.scorebuilders.com (2 sessions).

92996 S Su 3/17-3/18 8:30 AM-4:25 PM \$195 CTR E114 Scorebuilders