

Student Name:
 Projected Start Date:
 End Date:



12900 Lake Avenue, Suite 003A, Lakewood, Ohio 44107 • 1-800-517-0857 www.lakewoodcollege.edu

Medical Billing and Administrative Medical Assistant Program

Course Length: 12 Months

Course Code: MBAMA013

<u>Lesson #</u>	<u>Title of Lesson</u>	<u>Credit Awarded</u>	<u># of Hours</u>	<u>MyCAA Contract Costs</u>
Lesson 1:	Medical Terminology & Anatomy	Clock Hours	25	\$0.00
Lesson 2:	Becoming a Successful Student/ The Healthcare Industry	Clock Hours	25	\$241.40
Lesson 3:	Interpersonal Skills and Human Behavior/ Medicine and Ethics	Clock Hours	25	\$241.40
Lesson 4:	Medicine and Law/ Computer Concepts	Clock Hours	25	\$241.40
Lesson 5:	Telephone Techniques/ Scheduling Appointments	Clock Hours	27	\$241.40
Lesson 6:	Patient Reception and Processing/ Office Environment and Daily Operations	Clock Hours	27	\$241.40
Lesson 7:	Written Communications and Mail Processing/ The Paper Medical Record	Clock Hours	27	\$241.40
Lesson 8:	The Electronic Medical Record/ Health information Management	Clock Hours	27	\$241.40
Lesson 9:	Privacy in the Physician's Office/ Basics of Diagnostic Coding	Clock Hours	27	\$241.40
Lesson 10:	Basics of Procedural Coding/ Basics of Health Insurance	Clock Hours	27	\$241.40
Lesson 11:	The Health Insurance Claim Form/ Professional Fees, Billing and Collecting	Clock Hours	27	\$241.40
Lesson 12:	Banking Services and Procedures/ Financial and Practice Management	Clock Hours	27	\$241.40
Lesson 13:	Medical Practice Management and Human resources/Medical Practice Marketing and Customer Service	Clock Hours	27	\$241.40
Lesson 14:	Emergency Preparedness and Assisting with Medical Emergencies/ Career Development and life Skills	Clock Hours	27	\$241.40
Lesson 15:	Health Insurance Specialist Career	Clock Hours	27	\$241.40
Lesson 16:	Introduction to Health Insurance/ Managed Health Care	Clock Hours	25	\$241.40
Lesson 17:	Processing an Insurance Claim	Clock Hours	27	\$241.40
Lesson 18:	Legal and Regulatory Issues	Clock Hours	27	\$241.40
Lesson 19:	ICD-10-CM Coding	Clock Hours	27	\$241.40
Lesson 20:	CPT Coding	Clock Hours	27	\$241.40
Lesson 21:	HCPCS Coding System	Clock Hours	27	\$241.40
Lesson 22:	CMs Reimbursement Methodologies	Clock Hours	27	\$241.40
Lesson 23:	Coding for Medical Necessity	Clock Hours	27	\$241.40
Lesson 24:	Essential CMS-1500 Claim Instructions	Clock Hours	27	\$241.40
Lesson 25:	Commercial Insurance	Clock Hours	27	\$241.40
Lesson 26:	Blue Cross and Blue Shield Plans	Clock Hours	27	\$241.40
Lesson 27:	Medicare	Clock Hours	27	\$241.40
Lesson 28:	Medicaid	Clock Hours	27	\$241.40
Lesson 29:	Tricare	Clock Hours	27	\$241.40
Lesson 30:	Workers' Compensation	Clock Hours	27	\$241.34
Total Cost:		Clock Hours	800	\$7,000.00

Lakewood College's Combination Medical Billing and Administrative Medical Assistant Program is a postsecondary certificate program. We allow students 12 months to complete this program. However, since it is a self-study online course students are able to complete the program before the allowed time frame. The suggested time frame for completion is 8-12 months. This certificate program offered by Lakewood College is accredited by a national accrediting agency recognized by the Department of Education, which is the Distance Education Training Council. This certificate program is neither a CEU or PDU program. Lakewood College is nonprofit 501 (c) (3).