



Mastering Collections Through Insurance Processing

Expert guidance on the latest insurance billing procedures you must know in order to remain compliant and process claims accurately.

Course Agenda:

- Understanding the evolving role of insurance plans
- Ensuring chart documentation supports claims submitted
- Working with Medicare as a secondary payer
- How to appeal inadequate reimbursements
- Patient education and grievance issues
- Procedure for capturing lost charges
- Insurance verification and preauthorization
- Billing for pre-existing conditions
- Obtaining initial referrals
- Pre-certification and authorizations for continued treatment
- Checklist of necessary patient information
- Coordination of benefits including covered/non-covered services
- Handling general liability claims
- Address common claims processing errors
- Medicare's Correct Coding Policy as it pertains to billing
- Avoiding duplicate charge rejects
- How to handle refunds for overpayments
- Proper use of the Advance Beneficiary Notice
- Improve understanding of audit triggers

This session will inspire both new and experienced staff to take your practice to the next level.

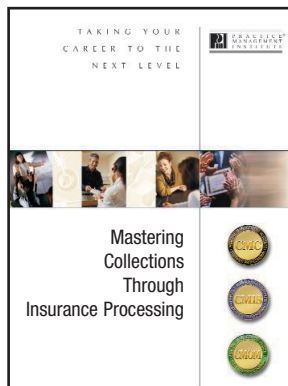
- We will help you evaluate your current billing procedure and protocols for all carriers including the federal plans.
- Test your knowledge of documentation guidelines and managed care plans.
- Valuable tips on avoiding rejected claims, duplicate or lost charges.

Classroom Presentation:

This class will teach participants how to file claims with confidence. Learn proper use of claim forms, chart documentation and how to conduct an audit and evaluation. Receive tips for evaluating your current insurance processing policies and procedures to determine if an overhaul is needed.

Who Should Attend:

Billing and coding staff and those involved in claims processing for the medical office will benefit from this course. Participants will receive guidance in all areas of insurance processing for complete and accurate reimbursement.



your organization's continuing education division for pre-approval and credit guidelines.

Cancellation Policy:

Upon receipt of your registration, classroom seating, program materials, and refreshments are ordered. If you must cancel your registration, please note the following policy: PMI will issue a full refund, less \$20 processing fee if canceling 7+ days prior to program start date, 50% refund 6 days to 48 hrs. in advance. No refund for cancellations within 48 hrs. of program.



People overwhelmingly prefer to learn in a live classroom environment rather than online or text-based

formats. PMI faculty members are seasoned experts drawing from real-world experience. Class participants return to the office prepared to boost performance with heightened skills, tips and tools. Skip the canned presentations and support live training in your area.

About Practice Management Institute®:

Billing errors due to inadequate staff training cost physicians millions of dollars each year in lost income and productivity. For 25 years, Practice Management Institute® (PMI) has taught physicians and staff how to properly navigate complex regulations and secure every dollar rightfully due. PMI programs focus on essential coding, reimbursement, compliance, and practice productivity issues.

Each year, more than 40,000 medical office professionals look to PMI for their continuing education needs.

Live Curriculum and Certification:

Choose from more than 30 seminar topics presented in 400 of the nation's leading healthcare facilities and colleges. Featuring certifications awarded in three administrative areas:

Certified Medical Coder (CMC)SM

Certified Medical Insurance Specialist (CMIS)SM

Certified Medical Office Manager (CMOM)SM

Certification preparatory programs are available through PMI in both Live and Self Study formats.

PMI has certified more than 11,000 medical office professionals across the country.

Practice Tools and Resources:

PMI has a growing selection of practice tools and reference materials available at www.pmiMD.com. Browse through PMI's self-paced learning materials, books, productivity tools and software for your practice. Choose from 25 instructor-led Online Classes – coding, billing and administrative topics, plus 40 modules especially for nursing professionals. You can also post a question on our Discussion Forum or read about our On-site Training or Practice Consultation services.

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