

1. Record Nr.	UNINA9910462408703321
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Titolo	Medical billing & coding for dummies [[electronic resource] /] / by Karen Smiley
Pubbl/distr/stampa	Hoboken, NJ, : Wiley, 2012
ISBN	1-280-76815-0 9786613678928 1-118-22203-2
Descrizione fisica	1 online resource (339 p.)
Collana	--For dummies
Disciplina	651.504261
Soggetti	Medical fees Health insurance claims Nosology Medical claims processing industry - Vocational guidance - United States Electronic books.
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Includes index.
Nota di contenuto	Medical Billing & Coding For Dummies®; Contents at a Glance; Table of Contents; Introduction; About This Book; Conventions Used in This Book; What You're Not to Read; Foolish Assumptions; How This Book Is Organized; Icons Used in This Book; Where to Go from Here; Part I: Getting to Know Medical Billing and Coding; Chapter 1: Dipping Your Toes in Medical Billing and Coding; Coding versus Billing: They Really Are Two Jobs; A Day in the Life of a Claim; Keeping Abreast of What Every Biller/Coder Needs to Know; Deciding Which Job Is Right for You Prepping for Your Career: Training Programs and Certifications Planning for the Future; Chapter 2: Exploring the Billing and Coding Professions; The Lowdown on Medical Coding; On the Job with the Medical Biller; In Tandem: Working Together or Doing Both Jobs Yourself?; Chapter 3: Weighing Your Employment Options; Choosing Your Environment: Doctor's Office, Hospital, and Others; Remote Access: Working Off-site; Other Work Options: Freelance, Temping, and More; A Word of Advice for New Coders; Part II: Boning Up on the Need-to-Knows of Your

## Profession

Chapter 4: Compliance: Understanding the Rules You Rule! Getting to Know the Rule Makers; Complying with HIPAA; Unbundling the Compliance Bundle; Fun with Audits - Not Really; Chapter 5: Not-So-Strange Bedfellows: Medical Terminology and Medical Necessity; Basic Anatomy Does a Body Good; Say What? Deciphering Medical Terminology; Understanding Medical Necessity; Scrubbing In: Proving Medical Necessity for Surgical Procedures; Connecting with the World of Evaluation and Management Codes; Chapter 6: Getting to Know the Payers; The Man with the Plan: Commercial Insurance Medicare: The Big Kahuna of Government Payers Working with Other Government Payers; Part III: Keys to Becoming a Professional: Getting Certified; Chapter 7: Your Basic Certification Options, Courtesy of the AAPC and AHIMA; Introducing the Two Main Credentialing Organizations: The AAPC and AHIMA; Looking at the Basic Certifications; Choosing the Certification That's Right for You; Examining the Exams: A Quick Review of the Main Tests; Chapter 8: The Path to Certification: Finding a Study Program; The Big Picture: Thinking about Your Degree and Career Objectives; Considering the Time Commitment Ready, Set, Prerequisites! Picking a Program of Study; Caveat Emptor: Watching Out for Diploma Mills; Chapter 9: Signing Up and Preparing for the Certification Exam; Establishing a Study Routine and Strategy; Focusing on the Right Topics; On Approach: Getting Ready for the Big Day; Signing Up for and Taking the Big Test; Chapter 10: Adding Street Cred: Specialty Certifications and Continuing Ed; Getting Familiar with Your Specialty Certification Options; Building on Your Cred with Continuing Education; Part IV: Dealing with the Nitty-Gritty On-the-Job Details Chapter 11: Processing a Run-of-the-Mill Claim: An Overview

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### Sommario/riassunto

The easy way to start a career in medical billing and coding With healthcare providers moving to electronic record systems, data accuracy and efficient data processing is more important than ever. Medical offices need professionally trained billers and coders, either in the office or via telecommute, to handle records for internal and external accessibility and efficiency. Medical Billing & Coding For Dummies gives you everything you need to know to get started in medical billing and coding. It gives you practical, easy-to-follow coverage and advice on how to find a course, e

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