



American Institute Of Healthcare Compliance

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BECOMING A CERTIFIED MEDICAL BILLER

Purpose

To provide information regarding the development, standards, professional staff and board oversight used to develop the Medical Billing Certification Examinations.

Medical Billing Certification Examinations Provided by AIHC

The American Institute of Healthcare Compliance, Inc., a national 501(c) (3) non-profit organization, will be offering two (2) certification examinations starting January 2009.

1. Certified Outpatient Billing Specialist (**COBS**)
2. Certified Inpatient Billing Specialist (**CIBS**)

The topics covered in each exam; exam development team; board of directors; exam software and security measured installed to protect the integrity of the exam and testing process are addressed in the following pages.

Certified Outpatient Billing Specialist (COBS acronym used for credentials)

Examination Objective- To test core competencies of graduated students from community college adult education programs and/or county career centers in outpatient medical billing.

Examination Content

- Patient privacy under HIPAA (Health Insurance Portability & Accountability Act);
- Legal & ethical standards of the medical billing profession;
- Responsibilities as a biller under the Civil False Claims Act;
- Basic understanding of the differences between Government insurance programs, Managed Care Organizations and indemnity plan insurances;
- Coordination of benefits, Medicare secondary payer, payer of last resort guidelines for compliance;
- CMS 1500 Claim form – filing requirements, NPI, group and individual provider number compliance;
- Basic knowledge of assigning CPT (Current Procedural Terminology), HCPCS level II, modifiers and ICD-9-CM coding to create accurate claims;
- Performing pre-billing audits;
- Interpreting Remittance Advice/Explanation of Benefits from insurance;
- Consumer protection laws & billing patients;
- Appealing denied claims and the Medicare appeals process.



Certified Inpatient Billing Specialist (CIBS acronym used for credentials)

Examination Objective- To test core competencies of graduated students from community college adult education programs and/or county career centers in inpatient/hospital medical billing.

Examination Content

- Hospitals and the regulatory environment;
- Chargemaster;
- Hospital billing processes;
- Accounts Receivable Management;
- Responsibilities as a biller under the Civil False Claims Act;
- Basic understanding of the differences between Government insurance programs, Managed Care Organizations and indemnity plan insurances;
- Coordination of benefits, Medicare secondary payer, payer of last resort guidelines for compliance;
- Hospital UB04 and 1500 claims forms
- Hospital Coding: hospital outpatient CPT, modifiers, ICD-9-CM volumes I, II and III.
- Interpreting Remittance Advice/Explanation of Benefits from insurance;
- Consumer protection laws & billing patients;
- Appealing denied claims and the Medicare appeals process.



Minimum Competency – Required Score to Pass Certification Exam

Pass/Fail $\geq 80\%$ is required to obtain certification. If the student scores less than 80% on the first exam, it may be retaken within 6 months for no additional cost.

Various versions of the exam are available to avoid duplication of the same exam among students.

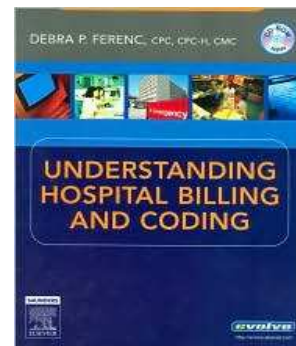
Exams are 100 questions total taken as an open book, timed on-line exam with a remote proctor.

Study Guide & Mock Exam (optional): \$200

Prospective professionals may elect to purchase the study guide and mock exam to prepare for the certification exam.

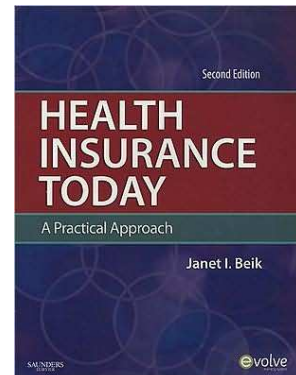
CIBS Study Guide & Mock Exam (\$200)

Includes over 400 illustrations and graphics to bring important concepts to life. Skills and concepts presented in early chapters are utilized throughout later chapters. Test-your-knowledge exercises and review exercises at the end of each chapter. Actual hospital cases offer students an opportunity to apply the concepts used throughout the chapters to real-life scenarios.



COBS Study Guide & Mock Exam (\$200)

Compliance tips alert you to important federal and state regulations. Real-world examples present complex concepts in a realistic, practice-based context similar to what you'll encounter on the job. Review and application exercises, including real-world case studies, critical thinking exercises to assess your knowledge and understand how to apply what you've learned to practice. Key term definitions and learning objectives streamline the learning process and familiarize you with important terminology and concepts. A companion CD reinforces your understanding and guides you interactively through the completion of insurance claims.



Certification Exam Cost: \$250

Pricing includes national certification exam and *first year membership* to the American Institute of Healthcare Compliance (AIHC). The annual membership renewal fee applies each year in addition to submitting continuing education units (CEUs) to maintain credentials after certification.

Initial Exam (1 year membership and exam)

The certification examination fee is \$250 per student. The examination fee can be paid in advance by check, American Express, Discover, MasterCard or Visa directly by the student or billing professional.

Retake Exams

The exam may be retaken up to two additional times within 6 months of the initial exam for no additional charge.

Examination Registration

Students may register directly with The American Institute of Healthcare Compliance. *Advance Registration is Required:* a minimum of 4 weeks prior registration is required.

Testing is offered Monday-Friday 8am – 6pm and Saturdays from 9am – 12 pm. Other times may be arranged upon mutual agreement with the examinee. We strive to accommodate special testing needs as well.

Maintaining Certification

To maintain certification credentials, annual renewal of certification requiring twelve (12) continuing education units (CEUs) will be required along with a \$70 annual fee to be paid by each student as follows:

- 4 CEUs annually in coding or auditing
- 4 CEUs annually in patient collections
- 4 CEUs annually in medical billing compliance
- 12 CEUs and renewal fee of \$70 per year**

CEUs may be earned through classes offered at your local career center or community college, The American Institute of Healthcare Compliance (free CEUs to members through our web site), The American Academy of Professional Coders, American Health Information Management Association, The American College of Medical Coding Specialists or The Society for Strategic CodersSM.



**On-line Exam Scheduled with an AIHC Proctor.
Testing can be scheduled day, evening or Saturdays, by appointment only.**



CIBS/COBS REGISTRATION FORM

Name		Registration Date
Home Address	Phone Contact	
	(work)	
	(home)	
Employer Name, Address		
Email Address		
Exam Date Preferences List 3 dates and times in order of preference		
1) _____	_____ am / pm	<input type="checkbox"/> East Coast <input type="checkbox"/> Central <input type="checkbox"/> Mountain <input type="checkbox"/> Pacific
2) _____	_____ am / pm	<input type="checkbox"/> East Coast <input type="checkbox"/> Central <input type="checkbox"/> Mountain <input type="checkbox"/> Pacific
3) _____	_____ am / pm	<input type="checkbox"/> East Coast <input type="checkbox"/> Central <input type="checkbox"/> Mountain <input type="checkbox"/> Pacific
Exam Only \$250 each (includes first year AIHC membership)		
<input type="checkbox"/> Certified Inpatient Billing Specialist Exam (CIBS credentials)		
<input type="checkbox"/> Certified Outpatient Billing Specialist Exam (COBS credentials)		
Study Package & Exam \$450 each (includes text, mock exam, actual certification exam and first year AIHC membership)		
<input type="checkbox"/> Certified Inpatient Billing Study Package (CIBS)		
<input type="checkbox"/> Certified Outpatient Billing Study Package (COBS)		
Background Information		
Highest Level of Education: <input type="checkbox"/> High School <input type="checkbox"/> Associates <input type="checkbox"/> Diploma Program		
<input type="checkbox"/> Bachelors Degree <input type="checkbox"/> Masters or Higher		
Billing Experience: <input type="checkbox"/> On the job – provide number of years experience: _____ years		
<input type="checkbox"/> Career Center Program <input type="checkbox"/> Vocational School or Community College		
Charge My Credit Card <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express		
Card #: _____ (3 digit Sec. Code) _____ Expiration Date: _____		
Name as it appears on the card: _____		
Billing address of card: _____		
Authorized Signature & Date: _____		
Please fill out the AIHC membership application below. Fax both the registration form and membership application to AIHC 330-925-0716 or mail to AIHC 445 W. Liberty Street, Suite 214, Medina Ohio 44256		

American Institute of Healthcare Compliance, Inc.

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Job/Position (title & brief description):

Are you certified by any organization? Please indicate certification and company name:

Are you a licensed clinical professional? Please check all appropriate boxes:

- | | |
|---|---|
| <input type="checkbox"/> MD/DO | <input type="checkbox"/> Physician Assistant |
| <input type="checkbox"/> Chiropractor | <input type="checkbox"/> Nurse Practitioner/Midwife |
| <input type="checkbox"/> Doctor of Podiatric Medicine | <input type="checkbox"/> Registered Nurse |
| <input type="checkbox"/> Physical Therapist | <input type="checkbox"/> Licensed Practical Nurse |
| <input type="checkbox"/> Occupational Therapist | <input type="checkbox"/> Medical Assistant |
| <input type="checkbox"/> Speech-Language Pathologist | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Kinesiotherapist | |

OIG exclusion - Have you ever been?

1) Notified that you were under investigation for; investigated for; charged with; or convicted of any offense relating to Medicaid or Medicare fraud?

2) Have you ever been on the OIG exclusion list?

Membership Requirement (Restriction)

AIHC membership is open to the public, health care workers and administrators as well as certified healthcare auditors, collectors and compliance officers. To uphold to a higher standard, AIHC follows the guidelines recommended by the Office of the Inspector General (OIG) regarding retention of excluded individuals.

For many years the Congress of the United States has worked diligently to protect the health and welfare of the nation's elderly and poor by implementing legislation to prevent certain individuals and businesses from participating in Federally-funded health care programs. The OIG, under this Congressional mandate, established a program to exclude individuals and entities affected by these various legal authorities, contained in sections [1128](#) and [1156](#) of the [Social Security Act](#), and maintains a list of all currently excluded parties called the List of Excluded Individuals/Entities. (See OIG website at www.hhs.gov/oig)

No individual whose name appears on the OIG Excluded Individuals Entities List may hold membership in AIHC; and any member whose name is added to this list will have his/her membership status revoked without refund.

“My signature below indicates I have read this restriction to membership and attest that I am not currently on the OIG exclusion list at the date this application has been submitted for membership to the American Institute of Healthcare Compliance.”

Signature

Date