

Professional Billing

Professional Billing

Audience: Billing staff responsible for revenue cycle follow-up

Program Contact: Natalie Barry, NB2322@CUMC.COLUMBIA.EDU

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Pre-Requisite E-Learning Courses	Professional Billing: Live Sessions	Training Track Complete


Professional Billing

	Prerequisites
Instructor-Led Course Length: 35 hours	
<p>Course Description:</p> <p>In this 5-day course, you learn the revenue cycle workflow for professional billing. This training course will follow the progression of the revenue cycle and will discuss key workflows on working accounts and resolving issues.</p> <p>Day 1: Introduction to Registration & Charge Entry</p> <p>Day 2: Using Charge Review Workqueues, Reconciliation Reports, and Charge Correct/Voiding Charges</p> <p>Day 3: Using Claim Edit Workqueues & Insurance Follow-Up Workqueues</p> <p>Day 4: Using Retro Adjudication Workqueues and Self-Pay Follow-Up (Account) Workqueues</p> <p>Day 5: Using Customer Service Workqueues & Financial Assistance</p> <p>You will also practice workflows independently with exercises to enforce skills learned during the course.</p>	<ul style="list-style-type: none"> • Overview of Hyperspace for Revenue and Access Products • Introduction to Account Maintenance • Overview of the Professional Billing Revenue Cycle • Overview of Registration in an Outpatient Clinic Setting • Overview of Charge Review Tools • Correcting Charges on Denials • Overview of Claims • Using Claim Edit Workqueues • SmartTools for the Billing Office • Overview of Follow up Workqueues • Overview of Account Workqueues • Run and Manage Reports

PB Anesthesia Coder

Audience: Staff responsible for coding and working anesthesia charges.

Program Contact: Natalie Barry, NB2322@CUMC.COLUMBIA.EDU

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Pre-Requisite E-Learning Courses	PB Anesthesia Coder: Live Session	Training Track Complete


PB Anesthesia Coder

	Prerequisites
Instructor-Led Course Length: 8 hours	
<p>Course Description:</p> <p>In this course, you learn to use Anesthesia Charge Entry to access a batch, code a charge session from clinical activity, and post anesthesia charges. In this course, you will also learn to manually post charges in different scenarios including entering basic charges. You will also learn how to review charges that have been captured in charge review workqueues and how to investigate and work the edits to properly post the charges to the guarantor accounts for billing.</p> <p>You will also practice workflows independently with exercises to enforce skills learned during the course.</p>	<ul style="list-style-type: none"> • Overview of Hyperspace for Revenue and Access Products • Introduction to Account Maintenance • Overview of the Professional Billing Revenue Cycle • Overview of Registration in an Outpatient Clinic Setting • Anesthesia Billing • Overview of Charge Review Tools • Run and Manage Reports

PB Payment Posting & Remittance User

Audience: Staff responsible for posting lockbox insurance payments and working electronic insurance payments

Program Contact: Natalie Barry, NB2322@CUMC.COLUMBIA.EDU

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Pre-Requisite E-Learning Courses	PB Payment Posting & Remittance User: Live Session	Training Track Complete


PB Payment Posting & Remittance User

	Prerequisites
Instructor-Led Course Length: 16 hours	
<p>Course Description:</p> <p>In this two-day course, you will learn how to post insurance and patient payments received via Lockbox. You will also learn how to post denials, crossover payments as well as recoupments.</p> <p>For remittance, you learn how remittance for electronic checks are loaded and processed. You will learn how to identify potential load errors and respond to those errors. You will also learn how to identify and resolve a variety of remittance errors including invalid invoices, missing matching charges, and invalid payor errors.</p> <p>You will also practice workflows independently with exercises to enforce skills learned during the course.</p>	<ul style="list-style-type: none"> • Overview of Hyperspace for Revenue and Access Product • Overview of Registration in a Clinic • Overview of the Professional Billing Revenue Cycle • Introduction to Account Maintenance • Overview of Electronic Remittance • Overview of Payment Posting • Run and Manage Reports

PB Credit User

Audience: Staff responsible for researching and working credit balances

Program Contact: Natalie Barry, NB2322@CUMC.COLUMBIA.EDU

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Pre-Requisite E-Learning Courses	PB Credit User: Live Session	Training Track Complete

PB Credit User

	Prerequisites
Instructor-Led Course Length: 10 hours	
<p>Course Description: In this day and ½ course, you learn about resolving insurance and self-pay undistributed and over posted credits using credit workqueues. You will learn the refund request process and then the final approval/denial process for credits. You will also practice workflows independently with exercises to enforce skills learned during the course.</p>	<ul style="list-style-type: none"> • Overview of Hyperspace for Revenue and Access Products • Introduction to Account Maintenance • Overview of the Professional Billing Revenue Cycle • Overview of Registration in an Outpatient Clinic Setting • Overview of Credits • Run and Manage Reports