

Chapter 01: Role of an Insurance Billing Specialist
Smith: Fordney's Medical Insurance and Billing, 16th Edition

MULTIPLE CHOICE

1. The primary goal of an insurance billing specialist is:
- to manage the health care organization's billing office
 - to ensure the cash flow of a health care organization through revenue cycle management
 - to send bills to patients for services they receive
 - to post payments received from patients and insurance carriers

ANS: B DIF: Moderate OBJ: 2

2. Facility billing includes charging for medical services provided by:
- physicians
 - laboratory services
 - ambulance services
 - ambulatory surgical centers

ANS: D DIF: Easy OBJ: 2

3. A claims assistance professional:
- works for the consumer.
 - works for the health care organization.
 - works for an insurance company.
 - works for the federal government.

ANS: A DIF: Easy OBJ: 2

4. What is "cash flow" in a medical practice?
- The actual money available to a medical practice
 - The amount of money received by a medical practice in 1 day
 - The amount of money received by a medical practice in 1 month
 - The amount of outstanding money on the accounts receivable

ANS: A DIF: Moderate OBJ: 2

5. Which level of education is generally required for one who seeks employment as an insurance coder?
- College diploma
 - High school diploma
 - Completion of an accredited program for coding certification
 - No specific level of education is required

ANS: C DIF: Easy OBJ: 4

6. The amount of money an insurance billing specialist earns is dependent on which of the

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Workbook for Fordney's Medical Insurance and Billing - E-Book Linda M. Smith, 2025-04-04 Get the hands on practice you need to master medical insurance billing and coding Corresponding to the chapters in Fordney's Medical Insurance and Billing 17th Edition this workbook provides realistic exercises that help you apply concepts and develop the skills needed by insurance billing specialists Assignments ask you to complete common claim forms such as the CMS 1500 and the UB 04 by extracting information from patient records and accurately selecting procedural and diagnostic codes This edition adds exercises on professionalism HCPCS coding and credentialing activities With this practical workbook you will make the most of your Fordney's textbook NEW HCPCS Coding chapter includes exercises for ambulance billing supply billing and more NEW exercises on professionalism cover customer service conflict management diversity awareness leadership and other competencies to help you become an effective engaged and highly functioning employee NEW exercises related to billing of automobile and liability insurance Self study exercises reinforce your understanding with matching true false multiple choice mix and match and fill in the blank questions as well as critical thinking assignments Diagnostic procedural and HCPCS code exercises provide practice with submitting a claim or making an itemized billing statement Study outlines focus your review by listing the key points for each chapter Performance objectives make learning easier by highlighting what you need to accomplish in each chapter Key terms and abbreviations at the beginning of each chapter provide a quick reference to the health insurance terminology you need to know Critical Thinking assignments are based on short real world vignettes preparing you to work in a real medical office and allowing you to apply theory learned from the textbook **Workbook for Insurance Handbook for the Medical Office - E-Book** Marilyn Fordney, 2016-01-12 Gain real world practice in insurance billing and coding with Fordney's Workbook for Insurance Handbook for the Medical Office 14th Edition This user friendly workbook features realistic hands on exercises to help you apply concepts and develop critical thinking skills Study tools include performance objectives key terms abbreviation lists study outlines critical thinking assignments and more Performance objectives are carried throughout the chapter to help users identify what needs to be accomplished for that chapter Critical thinking assignments contains questions in the form of short real world vignettes to assist users in applying theory learned from the textbook Self study exercises include fill in the blank mix and match multiple choice and true false questions Key terms and abbreviations lists at beginning of each chapter help to teach and reinforce new concepts and terminology Study outlines covering the key points for each chapter in the textbook guide effective note taking during classroom lecture NEW Updated content reflects changes in the main text *Fordney's Medical Insurance and Billing - E-Book* Linda M. Smith, 2024-08-07 Gain the skills you need to succeed in insurance coding and billing Fordney's Medical Insurance and Billing 17th Edition helps you master the insurance billing specialist's role and responsibilities in areas such as diagnostic coding procedural coding HCPCS coding medical documentation billing and collection Using clear explanations

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Insurance Handbook for the Medical Office - E-Book Marilyn Fordney, 2015-12-08 Stay up on the latest in insurance billing and coding with Marilyn Fordney s Insurance Handbook for the Medical Office 14th Edition Trusted for more than 30 years this market leading handbook equips you to succeed as medical insurance specialist in any of today s outpatient settings Coverage emphasizes the role of the medical insurance specialist in areas such as diagnostic coding procedural coding Medicare HIPAA and bill collection strategies As with previous editions all the plans that are most commonly encountered in clinics and physicians offices are incorporated into the text as well as icons for different types of payers lists of key abbreviations and numerous practice exercises that assist you in accurately filling out claim forms This new edition also features expanded coverage of ICD 10 electronic medical records electronic claims submission and the HIPAA 5010 keeping you one step ahead of the latest practices and protocols of the profession Key terms are defined and emphasized throughout the text to reinforce understanding of new concepts and terminology Separate chapter on HIPAA Compliance in Insurance Billing as well as Compliance Alerts throughout the text highlights important HIPAA compliance

issues to ensure readers are compliant with the latest regulations Emphasis on the business of running a medical office and the importance of the medical insurance specialist details the importance of the medical insurance specialist in the business of the medical office Increased focus on electronic filing claims submission prepares readers for the industry wide transition to electronic claims submission Separate chapter on documentation in the medical office covers the principles of medical documentation and the rationales for it Service to Patient features in most chapters offer examples of good customer service User resources on the Evolve companion website feature performance checklists self assessment quizzes the Student Software Challenge with cases on different payer types and an interactive CMS 1500 02 12 form to fill in NEW Expanded coverage of ICD 10 prepares users to code ICD 10 with the planned effective date of October 2015 NEW Added information on the electronic medical record and electronic claims submission including information on the HIPAA 5010 equips users for the transition between paper and electronic methods of medical records and links the CMS 1500 02 12 form to the electronic submissions process NEW SimChart for the Medical Office SCMO application activities on the companion Evolve website adds additional functionality to the insurance module on the SCMO roadmap

Insurance Handbook for the Medical Office Marilyn Takahashi Fordney, 2006 This manual has been prepared for instructors using Insurance Handbook for the Medical Office 9th ed in medical insurance classes or as a supplement in administrative medical assisting classes

Student Workbook to Accompany Insurance Handbook for the Medical Office Marilyn Fordney, 2003-11 Realistic hands on exercises prepare students to work effectively in the managed care environment with all types of insurance claims Self study review questions and complete competency based tests are presented Easily removable sample practice forms are provided as well as case study information and practice exercises Available separately

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Instructor's Manual to Accompany Insurance Handbook for the Medical Office Marilyn Takahashi Fordney,1999

Administrative Medical Assisting Marilyn Takahashi Fordney,Joan Johnson Follis,1998

Health Insurance Today -

E-Book Janet I. Beik,2014-04-04 With an emphasis on preparing and filing claims electronically Health Insurance Today 4th Edition features completely updated content on ICD 10 coding ARRA HI TECH Version 5010 electronic health records the Health Insurance Reform Act and more The friendly writing style and clear learning objectives help you understand and retain important information with review questions and activities that encourage critical thinking and practical application of key concepts Clear attainable learning objectives help you focus on the most important information What Did You Learn review questions allow you to ensure you understand the material already presented before moving on to the next section Direct conversational writing style makes reading fun and concepts easier to understand Imagine This scenarios help you understand how information in the book applies to real life situations Stop and Think exercises challenge you to use your critical thinking skills to solve a problem or answer a question HIPAA Tips emphasize the importance of privacy and following government rules and regulations Chapter summaries relate to learning objectives provide a thorough review of key content and allow you to quickly find information for further review Key coverage of new topics includes medical identity theft and prevention National Quality Forum NQF patient safety measures ACSX12 Version 5010 HIPAA transaction standards EMS rule on mandatory electronic claims submission and standards and implementation specifications for electronic health record technology Increased emphasis on producing and submitting claims electronically gives you an edge in today s competitive job market UPDATED Additional ICD 10 coding content prepares you for the upcoming switch to the new coding system NEW Content on ARRA HI TECH and the Health Insurance Reform Act ensures you are familiar with the latest health care legislation and how it impacts what you do on the job

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