

SYLLABUS

Title: Unlocking the Secrets of Billing and Coding Mastery

Instructor: Kathryn Haynes, D.C., CMRM

CE Hours 6

I. COURSE OBJECTIVES

To understand the process of diagnosis, coding, & documentation for the services chiropractors provide. The purpose is to aid the Chiropractic Profession by providing Chiropractors and CAs the information needed to properly bill, document & collect for services according to the payor & state guidelines

II. COURSE OUTLINE

Hour One	Introduction to Chiropractic Billing Overview of the process Terminology
Hour Two	The Billing Cycle The Chiropractic Dilemma Metacognition
Hour Three	Correctly Coding Taking complete notes
Hour Four	Avoiding Denials Top Reasons Claims are Denied Follow up workflow
Hour Five	Contacting Payors Contacting Patients Documentation
Hour Six	Audit proofing your services Your office billing set up Review with Questions & Answers