

Certified Professional Biller (CPB) Program Syllabus and Schedule

Insurance: 44 questions

- Managed care
- Commercial payers
- Medicare
- Medigap
- Medicaid
- Blue Cross/Blue Shield
- TRICARE/CHAMPUS
- Worker's compensation
- Third party payers (automobile, liability, etc)

Billing Regulations: 25 questions

- Accountable Care Organizations (ACO)
- National Correct Coding Initiative (NCCI)
- Local Coverage Determination (LCD)
- National Coverage Determination (NCD)
- Incident-to billing
- Global packages
- Unbundling
- Completion of CMS-1500
- Completion of UB-04
- Payer payment policies

HIPAA & Compliance: 10 questions

- HIPAA privacy
- Billing compliance
- Medical record retention
- Financial policies
- Fraud and abuse

Reimbursement & Collections: 28 questions

- RBRVS
- Payer and patient refunds
- Provider credentialing
- Accounts receivable
- Fair Debt
- Patient statements
- Patient dismissal
- Professional courtesy
- Collection agencies
- Collections

- Bankruptcy
- Payment plans
- Preauthorizations
- Claim editing tools
- Remittance advice

Billing: 28 questions

- Appeals
- Denials
- Claims tracking and follow-up
- Timely filing
- Demographics
- Superbill/encounter forms
- Retention of records
- Balance billing
- Telephone courtesy
- Electronic claim submission
- Clean claims
- Audit the billing process

Coding: 15 questions

- CPT[®]
- ICD-10-CM
- HCPCS Level II
- Modifiers

Case Analysis: 50 Questions

In this section of the exam, source documents are provided for the examinee to review. Examinees will be provided with various policies and must be able to apply those policies.

- CMS 1500 claim forms
- Remittance advices
- Payment policies
- Local Coverage Determinations (LCD)
- National Coverage Determinations (NCD)
- Appeal letters
- Preauthorization's
- Accounts receivable reports
- Claims follow-up reporting