

Externship Syllabus

WEEK ONE

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| <p>1 Review Extern Binder</p> <p>2 Set Up ERA – Electronic Remit Advice also known as Electronic Explanation of Benefits</p> <ul style="list-style-type: none"> a. Office Ally b. Availity c. Individual Insurance site d. Navinet | <p>3 Check Claims Status</p> <ul style="list-style-type: none"> a. Online with varies websites b. Using the faxback system c. Over the phone with customer service <p>4 Claims Repair and Follow UP</p> <ul style="list-style-type: none"> a. Correcting and resubmitting any claims <p>5 CEU Video review on medical education material with AAPC</p> |
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WEEK TWO

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| <p>6 Verifying Benefits for varies practices</p> <ul style="list-style-type: none"> a. Online with varies websites b. Using Fax back system c. Over the phone with customer service <p>7 Check Claims Status</p> <ul style="list-style-type: none"> a. Online with varies websites b. Using the faxback system c. Over the phone with customer service | <p>8 Claims Repair and Follow UP</p> <ul style="list-style-type: none"> a. Correcting and resubmitting any claims <p>9 CEU Video review on medical education material with AAPC</p> |
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Externship Syllabus (Cont.)

WEEK THREE

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| <p>10 Entering in patients into the Office Ally system</p> <p>11 Authorizations</p> <p style="margin-left: 20px;">a. Requesting Authorization</p> <p style="margin-left: 20px;">b. Checking Authorization Status</p> <p>12 Checking Credentialing Status for contracts submitted to insurance companies</p> | <p>13 Check Claims Status</p> <p style="margin-left: 20px;">a. Online with varies websites</p> <p style="margin-left: 20px;">b. Using the faxback system</p> <p style="margin-left: 20px;">c. Over the phone with customer service</p> <p>14 Building Claims</p> <p style="margin-left: 20px;">a. Creating and Submitting Claims</p> <p>15 CEU Video review on medical education material with AAPC</p> |
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WEEK FOUR

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| <p>16 Posting Payments</p> <p style="margin-left: 20px;">a. Electronic Payments</p> <p style="margin-left: 20px;">b. Paper EOB Payments</p> <p>17 Check Claims Status</p> <p style="margin-left: 20px;">a. Online with varies websites</p> <p style="margin-left: 20px;">b. Using the faxback system</p> <p style="margin-left: 20px;">c. Over the phone with customer service</p> | <p>18 Claims Repair and Follow UP</p> <p style="margin-left: 20px;">a. Correcting and resubmitting any claims</p> <p>19 CEU Video review on medical education material with AAPC</p> |
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WEEK FIVE & SIX

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| <p>20 Referral to Temp Agency for employment</p> <p>21 Resume Update / Recommendation letters</p> | <p>22 All the above and other things that come up</p> |
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