

## **MISSION**

Hawaii Institute of Healthcare & Training Services, (HIHTS) was created to educate and train its students to become professional LEADERS in providing EXCELLENCE in ethical care with the highest principles of INTEGRITY in their chosen career.

## **VISION**

To be recognized as the prime health care training center and to become the foundation for new professional careers in healthcare and other training industries.

## **OUR STAFF**

Our staff includes Registered Nurses (RN), Licensed Practical Nurses (LPN), Laboratory Tech, Phlebotomy Tech, Certified Nurse Assistants (CNA), Registered Health Information Technician (RHIT) and other healthcare professionals who are well versed in their areas of specialization.

All our staff are very helpful and friendly in assisting our students throughout their course.

## **MEDICAL BILLING PROGRAM**

This eighty hours (80 hrs.) Medical Billing Training Program is an intensive, student-focused approach to teaching and learning the foundational insurance billing skills. Each chapter contains many examples that clarify insurance billing terminology, medical coding conventions and applications, illustrate claims submissions guidelines, various laws that affect insurance billing and the “language of the insurance billing industry”. This course also covers the basics of medical coding which includes the International Classification of Diseases, Tenth Modification, Procedure Coding System (ICD -10-PCS); the International Classification of Diseases, Ninth Edition, Clinical Modification (ICD-9-CM); and Current Procedural Terminology (CPT).

Students will be able to learn the basic knowledge required to become a Professional Medical Billing Assistant.

The insurance billing industry is constantly changing, keeping that in mind, this course includes the most current information available..

## **COURSE GOALS**

To provide training to students who seek a career in Medical Billing or related health care profession with examples of professionalism, integrity and service excellence in an entry-level position.

## **COURSE OBJECTIVES**

1. Introduce students to the health insurance industry.
2. Provide students with a foundation in medical billing.
3. Demonstrate commonly used insurance claims procedures.
4. Prepare students for entry-level insurance billing positions.
5. Present insurance claims processing instructions for several major health insurance programs.

6. Provide students with a variety of application exercises.

## STUDENT OBJECTIVES

Upon successfully completing this course, the student should be able to

1. Explain the career opportunities associated with health insurance billing.
2. Describe the development of the health insurance industry.
3. Discuss the legal aspects of health insurance billing.
4. Accurately complete the insurance claim form according to health insurance program guidelines.
5. Assign the correct medical codes to both diagnostic and treatment information.
6. Receive a certificate of completion and is eligible to take the National Examination given by the NHA, an approved testing agency.

## SUBJECTS COVERED IN THE PROGRAM

### Week 1 -The Insurance Billing Specialist

- Legal Aspects of Insurance Billing
- Introduction to Health Insurance

### Week 2 - Introduction to Medical Terminology, Anatomy, Physiology

### Week 3 - International Classification of Diseases, Tenth Revision (ICD-10-CM) (ICD-10PCS) - International classification of Diseases, Ninth Revision, Clinical Modification (ICD-9-CM)

### Week 4 - CPT and HCPCS - Developing & Processing an Insurance Claim

### Week 5 - Common CMS-1500 Completion Guidelines

- Electronic Claims Submission

### Week 6 - Common UB-04 (CMS-1450)

- Completion Guidelines

- Blue Cross/Blue Shield

### Week 7 - Medicare/Med

### Week 8 - TRICARE AND CHAMPVA

- Worker's Compensation

### Week 9 - Superiorland Clinic Simula

### Week 10 - Final Project/Evaluation

**TEXT BOOK:** Understanding Health Insurances, A Guide To Billing And Reimbursement, 13th Edition  
by: Michelle A. Green MPS, RHIA, FAHIMA,CPC  
& JoAnn C. Rowell

## SCHEDULE:

Please call H I H T S Registrar.

## STUDENT SUPPLIES

- Scrub Uniform
- White Close-Toed Shoes
- Notebook, Pen and Pencil
- Laptop computer (optional, consult the instructor)

## COURSE REQUIREMENTS

- Completed application form
- Pre-screening Test complete (70% passing score)
- Eighteen years of age or older
- High school graduate or GED
- Computer Literate

## TUITION FEES

Fee for the program is \$975.00 per student and includes tuition, registration & book.

### Schedule of Charges: (Payment Plan)

\$250.00 Non-Refundable Pre-Registration

\$362.50 1st Week of Class

\$362.50 2nd Week of Class

**Total cost \$975.00**

### **Payment Plans**

- Payment plans offered  
(Please see Registrar or call for more details)

### **TUITION DISCLAIMER**

Tuition charges are subject to change by the administration of H I H T S. All tuition and charges should be paid on time and schedule. Failure to pay may result in cancellation of registration. Cash, checks and credit cards are accepted.

Please make check payable to “H I H T S”.

### **TUITION REFUND POLICY**

#### **Non-Refundable Registration**

**No Refund after the 2nd week of course.**

## **PROGRAM POLICIES**

### **A) CLASS ATTENDANCE/ PARTICIPATION**

Regular, on time attendance is mandatory. It shall be the student’s responsibility to inform the Administration or Instructor of unavoidable absences.

- No more than three (3) missed days allowed except for the following:
  - (a) Immediate death in the family
  - (b) Sickness (needs doctor certification)
- Three (3) tardiness or early leaves of fifteen (15) minutes  
or more will count as one (1) absence.

### **CLASS PARTICIPATION**

This includes the following:

- Contributing to class discussion
  - Completing Textbook reading assignments and written homework. (Key Terms, Review Questions, Lecture/Video).
- Passing grade of 80% on each quiz and test Skills.

### **B) NO SHOW**

It is the student’s responsibility to attend the first week session of the training. If a student misses the second week, he/she maybe dropped from the course by the Instructor.

### **C) PASSING THE COURSE**

There are QUIZZES AND A FINAL EXAM. Quizzes will be given throughout the course time with a final exam at the end.

#### **CERTIFICATION:**

Certificate of Completion from H I H T S

#### **NATIONAL CERTIFICATION**

Note: The State of Hawaii doesn't require a license to become a certified Medical Billing . Certification is voluntary and not mandatory. However, for those students wishing to be certified, this course is an excellent tool. Students that have completed this program are eligible to take the National Certification examination through the National Healthcareer Association (NHA).

H I H T S has been approved and certified by the NHA to administer the National Certification Examination. For those who may wish to apply may see or call the Registrar’s office at (808) 933-1295

#### **FINAL EXAM**

Students must pass the course with a score of 80% or higher. The exam grades and homework grades will be averaged together to calculate final grade. Students must have a satisfactory passing performance report to receive a certificate. Failure to pass the course will not receive a certificate. Student may retake the course at half price of the tuition fee and a grade of 85% is needed to pass.

**AGENCY SPONSORED STUDENTS MUST MEET ALL OF THEIR SPECIFIC AGENCY REQUIREMENTS**

## D) GRADING

Homework	20%
Quiz	20%
Presentations	15%
Final Exam	35%
Class Attendance	10%

To pass, you must have an overall average (combining scores of quizzes and final) of eighty percent (80%) or higher.

## E) DISMISSAL

1. Repeated class absences (3 times ) without prior notification.
2. Excessive tardiness (5 times or more) without prior notification.
3. Possession of illicit drugs, alcoholic beverages, lethal weapons.
4. Disruptive behavior, abusive language, sexual harassment.
5. Theft of property, dishonesty, cheating.
6. Not wearing proper uniforms during class sessions.

### **BALANCE DUES:**

**ALL BALANCES ARE DUE ON OR BEFORE THE LAST WEEK OF THE COURSE. SERVICES SUCH AS FINAL EXAM AND GRADUATION WILL BE WITHHELD IF NOT PAID.**

## STANDARDS OF PERFORMANCE

1. Attend classes regularly.
2. Pass all written and practical test.
3. Follow instructions and inter-act well with others.
4. Communicate well with others.
5. Complete the required number of hours described by the program.

## OTHER COURSE POLICIES

- Polite, appropriate classroom behavior is mandatory.
- Students must observe the H I H T S Student Code of Ethics at all times.
- Cell phones are not to be activated in classroom, laboratory and healthcare facilities.
- Students should not bring children to class, laboratory and clinical facilities.
- Students should not be chewing gum at clinical or observation sites.
- “ENGLISH ONLY” in classroom, laboratory and clinical facilities.

Use of foul language in the classroom and other training facilities is strictly prohibited.

## APPEARANCE

- Students must be well groomed at all times.
- Hair must be combed, brushed, long hair secured and off- collar.
- Minimal face make-up and fragrance may be worn.
- Uniform must be clean, intact and pressed.
- Nametags should be placed at the proper location of the uniform.
- Tattoos, body piercing should be covered during observation or field trip in a healthcare facility.  
( If applicable )

### **STUDENT ASSISTANCE IS AVAILABLE BY CONTACTING:**

- Course Instructor
- School Administrator/Registrar - (808) 933-1295

## **GENERAL POLICIES**

***STUDENT'S RIGHTS***—*Students shall have the right to receive all educational data pertinent to Training, Guidance, and Counseling.*

1. Right to obtain education records, inspect or review them.
2. Right to request an explanation or interpretation of records.
3. A training that offers the students the opportunity for inquiry and development to become a successful phlebotomy technician.
4. A student shall have the opportunity to develop and express opinions, beliefs and values, provided such expression is not disruptive, slanderous or insubordinate.
5. A training staff that provides a positive model for student's development.
6. The opportunity to approach Instructors and administrators with reasonable requests and questions concerning the training course.

## **NON-DISCRIMINATION/EQUAL OPPORTUNITY**

HIHTS shall provide an equal opportunity for all students to achieve their maximum potential goal through the offered training course regardless of race, color, creed, religion, sex, ancestry, national origin, place of residence within the district, social or economic condition or handicap.

## **DRUGS AND ALCOHOL**

Students of HIHTS are not allowed to use, distribute, possess, dispense, or be under the influence of illegal drugs and alcohol as prohibited by State and Federal law.

## **SMOKING**

Smoking is prohibited in any of the training rooms, laboratory, restrooms and other covered areas of the training facility. Smoking area is provided outside the facility.

## **SEXUAL HARASSMENT**

Students of HIHTS are expected to treat one another and staff members with respect, regardless of gender, race, color or creed, religion, socio-economic status, national origin or sexual orientation. Touching of a sexual nature, gender based or racial comments, name calling or jokes by students are not tolerated on training facility or while involved in any training practice or activity. Such nature of harassment shall be reported to the School Management.

## **VIOLENCE**

HIHTS believes in encouraging a safe work environment, and will not tolerate verbal or physical intimidation, harassment, threats or bullying toward any student. Any student who believes that the actions or words of another student ( includes HIHTS staff, Instructors) constitute physical harm, property damage, or intimidation, harassment, bullying or a threat of violence should report it as soon as possible to the school administration. All complaints of intimidation, harassment, bullying or threats of violence will be investigated promptly and will be kept confidential to the extent possible. Any student who is found after appropriate investigation to have engaged in any intimidation, harassment, bullying, or threats of violence to another student will be subject to dismissal. HIHTS may also direct student to possible referral and support groups. We prohibit retaliation against any student who has made a good-faith complaint of intimidation, harassment, bullying or threat of violence or who has cooperated with or been a witness during the investigation of such complaint.

## **GRIEVANCE PROCEDURE**

- If a student believes that HIHTS instructors/Trainer has failed to meet any of its responsibilities or has acted arbitrarily to meet any of its responsibilities, the student may initiate action as a remedy.
- Grievant shall attempt to resolve the problem with HIHTS Instructor or Trainer who is involved.
- If a student failed to attempt to resolve the problem with his/her instructor, the grievant shall prepare a formal complaint in writing addressed to the School Administrator.
- School Administrator will meet separately with Grievant and the Instructor or may meet both parties if they agree in a joint discussion of the complaint.
- Within seven (7) working days of receipt of the formal complaint, the School Administrator shall complete, and notify in writing the Grievant and Instructor of the decision.
- Failing to achieve a satisfactory solution in the above procedure, Grievant may file an appeal in writing to HIHTS Grievance Committee. Filing must be done within seven (7) working days after the Grievant has been notified to the decision or action.
- Findings and decisions of the HIHTS Grievance Committee are final.

The Grievance Committee has the authority to execute all remedies specified in the decision.

## **HIHTS STUDENT'S CODE OF ETHICS**

1. Respect the rights and dignity of all individuals.
2. Treat one another with respect regardless of gender, race or creed.
3. Comply with all laws, regulations, and standard governing the practice of health information management.
4. Protect the confidentiality and security of health records and health information.
5. Truthfully and accurately represent professional training, education, and experience.
6. Adhere to the mission, vision and values of the Institute.
7. Strive for professional excellence through self-assessment and continuing education.
8. Share accurate and timely information with other students to ensure effective class participation.
9. Practice confidential and ethical health information management system utilization. Health Insurance Portability and Accountability Act of 1996 (HIPAA).
10. Avoid conflicts of interest in the performance of professional responsibility.
11. Learn and practice Excellence with effective professional Leadership, exceptional, and ethical care, with the highest standard of professional Integrity.

## **BALANCE DUES:**

**ALL BALANCES ARE DUE ON OR BEFORE THE LAST WEEK OF THE COURSE. SERVICES SUCH AS FINAL EXAM, CLINICALS, EXTERNSHIP AND GRADUATION WILL BE WITHHELD IF NOT PAID.**

Mail application at:  
Hawaii Institute of Healthcare & Training Services  
(HIHTS)  
PO Box 395  
Hilo, Hawaii 96721  
Email: [hihts@live.com](mailto:hihts@live.com)  
Website: [www.hihts.us](http://www.hihts.us)

7

