

**PMB**  
**Payment Management and**  
**Billing Institute, LLC**  
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# HISTORY

PMB Payment Management and Billing Institute, also referred to as, PMBi, was founded by Owner/CEO, Petria Pierre. PMBi is a division of PMB Precision Medical Billing. Mrs. Pierre began PMB in January 1995 from her home office. In the years since, PMB has grown and flourished into a national leader in medical billing. Providing billing services to physicians and home care clients, PMB is always looking at ways to expand in the healthcare field. Petria seeing that there is a lack in schools that teach home health medical billing, decided to open up her own institute that would teach those interested in billing for the home healthcare industry. This is why PMBi was created.

# APPROVALS

Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

PMB Payment Management and Billing Institute, LLC is approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

## Administration

Petria Pierre, Owner and Director

## Faculty and Staff

Petria Pierre.....Instructor

## Description Space:

Online course

## **FEES, TUITIONS AND/OR SPECIAL CHARGES**

Tuition & Fees        \$1299 (if paid in full)  
                                 \$1599 (paid through installment plan)

Tuition and fees include online software needed for final exam test, e-book, course handouts, quiz materials and access to the online course site.

PMBi offers students the option to pay their tuition and fees in installments. The total of tuition is divided up into 4 payments. The first payment requires 50% of total cost be paid. The remaining 50% is divided between the remaining three months. Payment is due the 1<sup>st</sup> of each month. Failure to make payment will result in the student not being able to move forward in the course.

If student makes payment after due date, then they will be able to proceed with the continuation of the course. If the payment is made after the date of the final exam, students will not be able to access course content and will have to re-enroll for the next available course.

See below for an example of how the installment plan works.

Tuition and Fees Total	\$1599.00
1st Payment (50% of tuition and fees)	\$800.00
2 <sup>nd</sup> Payment	\$267.00
3 <sup>rd</sup> Payment	\$266.00
4 <sup>th</sup> Payment	\$266.00

All payments will be accepted on our website [www.pmbinstitute.com](http://www.pmbinstitute.com). Students may pay by either credit card or e-check (ACH).

### **School Hours**

24-hour access

### **Holidays**

Memorial Day – May 27, 2019

Independence Day- July 4, 2019

Labor Day- September 2, 2019

Thanksgiving- November 28, 2019

Christmas- December 25, 2019

New Years- January 1, 2020

## **Enrollment Periods**

Enrollment periods are the four calendar weeks prior to the first day of classes for each program term

## **Program Term Dates**

There are two 13-week courses offered throughout the year. Students have the option of taking the course during one of these two program term dates:

September 23, 2019 thru December 20, 2019

January 20, 2019 thru April 17, 2019

May 25, 2020 thru August 21, 2020

## **ADMISSION REQUIREMENTS**

Individuals applying for this course are required to:

- a) Be 18 years of age or older
- b) Have received a High School Diploma or GED

**\*ALL PRIOR EDUCATION AND TRAINING WILL BE REVIEWED\***

## **CANCELLATION POLICY**

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed.

## **REFUND POLICY**

1. Refund computations will be based on the number of lessons in the program
2. The effective date of termination for refund purposes will be the earliest of the following:
  - (a) the date of notification to the student if the student is terminated;
  - (b) the date of receipt of written notice from the student; or
  - (c) the end of the third calendar month following the month in which the student's last lesson assignment was received unless notification has been received from the student that he wishes to remain enrolled
3. If tuition and fees are collected before any lessons have been completed, and if, after expiration of the 72-hour cancellation privilege, the student fails to begin the program, not more than \$50 shall be retained by the school.
4. If the student who enters an asynchronous distance education course terminates or withdraws after the expiration of the 72-hour cancellation privilege, the school may retain \$50 of the tuition and fees and the minimum refund policy must provide that the student will be refunded the pro rata portion of the remaining tuition, fees, and other charges that the number of lessons completed and serviced by the school or college bears to the total number of lessons in the program.
5. A full refund of all tuition and fees is due in each of the following cases:
  - (a) an enrollee is not accepted by the school

- (b) if the program of instruction is discontinued by the school and this prevents the student from completing the program; or
- (c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

#### REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

6. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
  - (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
  - (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

(c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

(A) satisfactorily completed at least 90 percent of the required coursework for the program; and

(B) demonstrated sufficient mastery of the program material to receive credit for completing the program.

7. Refunds will be totally consummated within 60 days after the effective date of termination.

## **Home Health Billing for Traditional Medicare Online Program**

### **Course Objective/Purpose**

This course introduces the student to health insurance and reimbursement in the home health industry. In this course, the student will become familiar with the home health insurance industry, legal and regulatory issues, and differences in reimbursement methodologies. The student will learn principles of medical billing related to proper claim form preparation, submission and payment processing, and the follow-up process.

Registered students are to log into PMBI's educational portal online with their unique credentials that will be given to them once they have completed registration and payment requirements.

PMBI's online portal will allow us to see who has logged in and therefore this is how attendance will be tracked. However, logging in daily is not required.

There will be 60-90 minute pre-recorded online sessions Monday through Thursday each day.

Students must watch each online recorded session, in its entirety, in sequential order. There are 10 online modules for this 13 week course. Three of the modules are for 2 weeks and the

remaining 7 are for 1 week. Students must pass the required weekly quiz with a score of 70% at the end of each module to be able to go to the next module. There will be weekly quizzes even for the 3 modules that last for 2 weeks.

Each Friday there will be a Q&A which will be recorded and available after 4pm CST of any and all questions that have been submitted for that week or from students who were able to sign in at the designated time to ask a question. All submitted questions for the week will need to be submitted by Thursday of that week before 11:59 PM CST.

At the end of the course an online final exam must be taken within 7 days and the final will be given in proxy format. A passing score of 70% must be achieved. If the final exam is not passed, the student will be allowed only 1 additional time, within 3 weeks following the failed exam, to retake the final exam in the same proxy format.

During the 13 weeks the student will cover the following:

### **Program Outline**

<b>Subject #</b>	<b>Subject Title</b>	<b>Lecture</b>	<b>Lab</b>	<b>Ext</b>	<b>Total</b>
HH01	History of Home Health	5 hrs	00	00	5
HH02	Structure of Home Health	5	00	00	5
HH03	Healthcare Law	5	00	00	5
HH04	Medicare Billing/Overview	5	00	00	5
HH05	Home Health Claims	10	00	00	10
HH06	Claim Types	5	00	00	5

HH07	Claim Type Final	5	00	00	5
HH08	DDE/MAC Portals	5	00	00	5
HH09	Post Claims Submission	10	00	00	10
HH10	Things to Know	10	00	00	10
	<b>Total Hours for Program Completion</b>	65	00	00	65

**HH01: History of Home Health      5 lecture hours**

This class provides an overview of the home health benefit and understanding what Medicare is. Participants will learn about Medicare Administrative Contractors (MAC's) and their purpose. In addition, this course will look at Fiscal Intermediary vs Carriers, Home Health Compare List and using Medicare.gov as a resource.

Prerequisite: Admission to program

**HH02: Structure of Home Health      5 lecture hours**

In this course students will learn the terminology and acronyms associated with Home Health along with the original structure and the different Home Health disciplines. Explore the various Medicare Administrative Contractors and learn about the MAC portals and how it's used to access Medicare information. Students will gain a better understanding of what Part A of Medicare is and the services it covers and learn about the Prospective Payment System. Discussion of different associations both Federal and State will be covered.

Prerequisites

**HH03: Healthcare Law      5 lecture hours**

Examines the different laws and programs governing Medicare to protect patient's information and prevent against fraud and abuse. Some of the laws covered include the Health Insurance Portability and Accountability Act (HIPAA), Health Information Technology for Economic and Clinical Health (HITECH),

Personal Health Information (PHI), Stark Law, and the False Claims Act. Students will learn about the Medicare Recovery Audit Contractor (RAC), Zone Program Integrity Contractor (ZPICs), and the Comprehensive Error Rate Testing and other contractors. By the end of the course students will learn about how to remain in compliance with healthcare law.

**HH04: Medicare Billing**

**5 lecture hours**

This course will go over the process of billing including defining the role of the biller, provider enrollment, and using the UB04 claim form. Students will learn about timely filing and using Medicare Administrative Contractors to process claims and the use of clearinghouses. In addition, this course will cover National Provider Identifier (NPI) and the Provider Transaction Access Number (PTAN) and the differences between the two.

**HH05: Home Health Claims**

**10 lecture hours**

In this course students will learn about the life cycle of the claim from the time it's submitted to the time its paid. Learn the differences between electronic and paper claims submission. Explore the various billing software including the Direct Data Entry (DDE) and MAC portals. Will look at the eligibility requirements and different OASIS's types. Students will get an understanding of the 60-day episode life cycle, form CMS-485, Face to Face requirements, the free software Haven provided by Centers for Medicare and Medical Services (CMS), and the Home Health Care Survey (HHCAPS).

Students will learn about the documents needed before billing and clinical documentation needed for billing. Discuss how clinical and billing interact and what verbal orders are. Students will explore the diagnosis codes, revenue codes, HCPCS codes, G codes, Q codes and other billing codes as well as the billing process.

**HH06: Claim Types**

**5 lecture hours**

This course will discuss what is a Request for Anticipated Payment otherwise known as RAP, its purpose, what information is included on the RAP including the use of the Health Insurance Prospective Payment System (HIPPS) codes and the Home Health Resource Group (HHRG) codes. Students will learn about how a RAP can be autocanceled and the use of the 47 Code. Students will study the various billing codes including revenue codes, HCPCS codes, Q-Codes, G-Codes, etc. Throughout the course students will study different RAP UB04 examples.

**HH07: Claim Type Final**

**5 lecture hours**

Students will learn about submitting final claims for full episode and cover what's a Partial Episode Payment (PEP), Low Utilization Payment Adjustment (LUPA) and Outlier payments. Will look at how supplies are billed and the use of the Treatment Authorization Codes (TAC) as well as other billing codes

like G-Codes, Therapy codes, Revenue Codes, HCPC codes and nursing codes. This course will also discuss prebilling audits, how to calculate Health Insurance Prospective Payment System (HIPPS) codes all while using final UB04 examples.

### **Direct Data Entry & MAC portals**

**5 lecture hours**

Students will gain an understanding of the Direct Data Entry (DDE) system as well as other MAC portals. Will learn how to view eligibility through the Common Working File (CWF) and the HIPPA Eligibility Transaction System (HETS) and learn the various status codes. Students will learn about how to make an entry of a claim as well as cancel, correct, or make an adjustment on a claim through the DDE system.

### **HH09: Post Claims Submission**

**10 lecture hours**

In this course students will learn about the common problems, issues, and challenges that arise when dealing with rejected claims as well as the five levels of the appeal process. Students will also learn about credit balance reports and cost reports. There will be a discussion regarding payments in relation to Remittance Advice (RA's), Electronic Funds Transfer (EFT), and PC print. The course will explore the issue of revenue recovery, fee schedules, forward balances, and collections.

### **HH10: Things to Know**

**10 lecture hours**

This course will be an overview of useful information and resources that students will need to know when billing for home health. Information regarding Med Pac, proposed & final rules, the federal register, Medicare Learning Network (MLN), and Centers for Medicare and Medicaid Services (CMS) will be reviewed. There will be a discussion of the various programs such as the Program for Evaluating Payment Patterns Electronic Report (PEPPER), Quality Assurance & Performance Improvement (QAPI), Home Health Care Survey (HHCAPS) and Provider Enrollment, Chain and Ownership System (PECOS). Information regarding list serves/MACs, Value Based Purchasing, Care Plan Oversight, compliance, and the new Medicare cards will also be covered. Also, how to keep up with annual changes.

## **GRADING SYSTEM**

Successful course completion includes:

- A passing score of 70% or higher on all weekly quizzes
- A passing score of 70% or higher on final exam
- An overall final course score of 70% or higher

A student's final numeric grade for this course will be compiled from the grades earned by the student for work assigned and then weighted by the instructor according to the proportions shown in the "basis of grades" section of the course syllabi provided to students by their instructor. To determine the student's final average for the course completion, the course numeric grades are converted to grade points based on a 4.00 scale using the table below.

<b>Numeric Grade</b>	<b>Letter Grade</b>	<b>Grade Points</b>
90-100	A	4.00
80-89	B	3.00
70-79	C	2.00
60-69	D	1.00
Below 60	F	0.00

### **SATISFACTORY PROGRESS**

To remain in good standing, the student must maintain at least a minimum grade point average 70% or higher.

### **ATTENDANCE POLICY AND MAKE-UP WORK**

Students are expected to attend all lectures online and to log on weekly and review the week's course material. Online attendance will be taken based on weekly assignment submissions.

All attendance records will be maintained for five years.

Make up work is not accepted, and any assignments or quizzes not submitted will be entered into the grade book as a 0.

### **PLACEMENT SERVICES**

PMBi does not offer job placement services after graduation.

## **GRADUATION REQUIREMENTS**

Students will receive a certificate of course completion if they complete all of the subjects and maintain at least an 70% or higher grade and pass the final exam with a 70% or higher. If students fail the final exam, they will be allowed to retake the final exam at most once within 4 weeks following the 1<sup>st</sup> attempt of the final exam.

## **STUDENT COMPLAINTS** **(Grievance Procedure)**

Complaints are defined as any student concern regarding the school programs, services, or staff. A student who has a concern about a school-related issue is encouraged to schedule a conference with the school director to find resolution. If an issue is not resolved to a student's satisfaction through the conference, the student can file a formal complaint in writing with the school director who will formally investigate the complaint, take appropriate action, and provide a written response to the student by the 10th business day after the day the formal written complaint is received by member of the school faculty or staff. Note: a conference with the director is not required before a student files a formal written complaint.

### **Notification of Complaint to the Texas Workforce Commission**

A student who is dissatisfied with the school director's response can file a complaint with the Texas Workforce Commission:

Texas Workforce Commission  
Career Schools and Colleges, Room 226T  
101 East 15th Street  
Austin, Texas 78778-0001  
Phone: (512) 936-3100

Information on filing a complaint with TWC can be found on TWC's Career Schools and Colleges Website at [texasworkforce.org/careerschools](http://texasworkforce.org/careerschools).