



Course Overview

The OMS Billing course is the capstone to the Coding Certificate Program. It focuses on documentation guidelines, predetermination tips, claims filing, appeal tips and fraud and abuse. Accurate coding and billing services must be a priority for every OMS and his or her staff due to increased fraud and abuse investigations stemming from strict billing guidelines and inaccurate coding.

Continuing Education Provider Approval

The American Association of Oral and Maxillofacial Surgeons is an ADA CERP Recognized Provider.

ADA CERP is a service of the American Dental Association to assist dental professionals in identifying quality providers of continuing dental education. ADA CERP does not approve or endorse individual courses or instructors, nor does it imply acceptance of credit hours by boards of dentistry.

The American Association of Oral and Maxillofacial Surgeons designates this activity for 9 continuing education credits.

AGD - Accepted Program Provider
 FAGD/MAGD Credit
 5/1/18-6/30/22
 Provider ID# 214680

The American Association of Oral and Maxillofacial Surgeons is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

The American Association of Oral and Maxillofacial Surgeons designates this enduring material for a maximum of 9 *AMA PRA Category 1 Credit(s)*™. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

For AAPC credit, please contact the AAOMS Coding and Reimbursement Staff at 800-822-6637.

Learning Objectives

At the conclusion of this presentation, participants should be able to:

1. Understand healthcare fraud and abuse issues addressed by federal and state laws and their impact on offering discounts.
2. Follow standards for appropriate coding and implement compliance plans that include conducting compliance audits.
3. Explain various methods for setting office fees, including annual percentage increases, cost-based fees, national percentiles and percentage increases over Medicare.
4. Describe types of managed care organizations – including HMO, PPO and POS plans – and basic elements of MCO contracts.
5. Describe basic elements of commercial and government-sponsored health insurance plans, including different reimbursement methodologies.
6. Apply and/or understand Medicare-related policies, such as the National Provider Identifier, provider enrollment, accepting assignment, participation vs. nonparticipation vs. opting out, mandatory claims submission, timeframes for claims filing, Medicare notices (ABN) and more.
7. Apply pre-, intra- and post-claims processing submission procedures, such as predetermination, preauthorization, coordination of benefits, clean claim filing, electronic submission, contractual adjustments, write-offs, overpayments and more.
8. Describe the appeals process, starting with reading and understanding the EOB, writing appeal letters, internal and external commercial insurance reviews, and the Medicare process.
9. Describe future healthcare reimbursement topics, including pay for performance, healthcare transparency and computer-assisted coding.

This capstone course to the Coding Certificate Program focuses on all aspects of the coding and billing process.

OMS Billing Course

Usual, Customary, and Reasonable

Examples of UCR Payment

1. Today's Charge on the Claim Average for the Doctor Average for Other Doctors in Same Geographic Area

Today's Charge on the Claim	\$1,500.00
Average for the Doctor	\$ 89.00
Average for Other Doctors in Same Geographic Area	\$ 89.00
2. Dr. X charges \$1,500.00 for a particular service and the insurance company has determined that its UCR for that service is \$1,000.00. If the cost-sharing arrangement is 80/20, the following would occur:

Insurance Company Payment	\$800 (80% of UCR)
Patient's Coinsurance	\$200 (20% of UCR)
Patient's Additional Obligation	\$500 (amount exceeding the UCR)

AAOMS American Association of Oral and Maxillofacial Surgeons *saving faces | changing lives*



OMS Billing Topics

Section 1: Healthcare Fraud and Abuse

- Introduction
 - Definitions of Fraud and Abuse
 - Healthcare Fraud and Abuse Control Program
 - Commercial Fraud and Abuse Reduction Efforts
- Federal Statutes
 - Federal Anti-kickback Law
 - Federal Physician Self-referral Law
 - Federal False Claims Act
 - Additional Laws
 - » Healthcare Fraud
 - » Concealment of False Statements
 - » Wire and Mail Fraud
- State Fraud and Abuse Statutes

Section 2: Discounting Fees

- Professional Courtesy Arrangements
- Waiver of Coinsurance/Copayments
- No-charge Arrangements
- Same-day Payment Discounts
- Examples of Fraud and Abuse Cases

Section 3: Clinical Coding & Compliance

- Coding Ethics
- Inappropriate Coding Practices
- Responding to Fraudulent Practices
- Writing a Compliance Plan
- Conducting Audits
- Establishing Medical Record Documentation Standards

Section 4: Establishing a Fee Schedule

- Methods of Setting Fees
 - Annual Percentage Increase
 - Cost-based Fees
 - National Percentile
 - Percentage Increase Above Medicare
 - Creating an Excel Spreadsheet to Automate

Section 5: Understanding Managed Care Organizations (MCOs)

- History of Managed Care Common MCO Cost-Control Techniques
- Types of MCOs
- Contract Provisions
- Description of Parties
- Description of Covered Services
- Medical Record Requirements
- Payment Withholding
- Payment Arrangements
- Termination of Contracts

Section 6: Understanding Healthcare Reimbursement Systems

- Commercial Health Insurance Plans
- Private Health Insurance
- Employer-based Self-insurance
- Consumer-directed Health Plans (CDHP)
- Government-sponsored Health Plans
 - Medicare
 - Medicaid
 - Tricare

Section 7: Reimbursement Methodologies

- Fee-for-service Reimbursement
 - Self-pay
 - UCR
 - RBRVS
- Episode of Care Reimbursement
 - Capitation
 - Global Surgical Payment
 - Prospective Payment Systems

Section 8: Medicare-related Issues

- National Provider Identifier
- Provider Enrollment
- Accepting Assignment
- Provider Enrollment Classifications
- Changing Participation Status
- Revalidation of Provider Profile
- Private Contracting

Section 8: Medicare-related Issues (continued)

- Mandatory Claims Submission Regulation
- Fragmenting Claims
- Timeframe for Filing a Claim
- Elective Surgery
- Advanced Beneficiary Notice (ABN)
- Request for Medicare Denial
- Medicare Policy on Dental Services

Section 9: Claims Processing and Payment

- Pre-submission Issues
 - Predetermination vs. Preauthorization
 - Coordination of Benefits
- Intra-submission Issues
 - Filing Clean Claims
 - Electronic Claims Submission
 - HIPAA Electronic Transmission Standards
 - HIPAA Electronic Attachment Standards
- Post-submission Issues
 - Prompt Payment Legislation
 - Multiple Procedure Reduction
 - Down-coding
 - Contractual Adjustment
 - Write-offs
 - Overpayment of Funds
- Accounts Receivable (AR) Management
 - Days in AR
 - Dollars in AR

Section 10: Appeals Process

- Deciding to Appeal
 - Reading and Understanding an Explanation of Benefits Form (EOB)
 - Impact of Medical Necessity
- Writing Appeal Letters
- Commercial Insurance Appeals Process
- Medicare Part B Appeals Process

Section 11: Current Events in Healthcare Reimbursement

- Pay for Performance
- MACRA
- Data Quality Codes
- Performance Measure Modifiers
- Recovery Audit Contractors (RACs)
- Healthcare Transparency Efforts
- Health Information Technology for Economic and Clinical Health (HITECH) Act
- Accountable Care Organizations (ACOs)
- Computer-Assisted Coding (CAC)

OMS Billing will help you:

- Lower accounts receivable and ensure prompt payment.
- Answer questions about documentation, claim filing, payment issues and appeals.
- Address concerns about compliance issues and future healthcare reimbursement.

Registration Form 2020 AAOMS Coding and Billing Courses



In-person coding courses are open only to AAOMS members, their staff and AAOMS allied staff member dental professionals. Registration also is available at AAOMS.org/CodingBilling.

Registrant

Please print clearly. Complete both sides (pages 11 and 12) before mailing or faxing to AAOMS. **Note:** Submit one form per person. If registering more than one person via fax or mail, please photocopy the form for individual use.

First Name Middle Initial Last Name Degree(s)

AAOMS Allied Staff Member ID Number (if applicable) Nickname

Sponsoring AAOMS Member Name (if other than registrant) Sponsoring AAOMS Member ID Number

Practice Name

Practice Address City State ZIP

Practice Phone Fax

Email (*A unique email address is required for each registrant.*)

Cancellation Policy

Registration for the online courses is final. No refunds will be granted for online courses. AAOMS will allow only one 30-day extension of a registrant's access to an online coding course upon written request up to 10 days prior to expiration of the registrant's access. Requests for extension within 10 days of expiration or thereafter will require a \$100 reactivation fee. Once an extension is granted, the username and password will expire upon completion of the online course OR at the end of the 30-day extension period. This re-registration fee applies only to registrations made within the last year.

A \$75 cancellation fee will be applied if a written cancellation is received more than 14 days prior to a scheduled Beyond the Basics in-person workshop. However, the entire registration fee will be forfeited if a written cancellation is received less than 14 days in advance. Cancellations must be made in writing and faxed to AAOMS at 847-678-6279.

Please do not make hotel or travel reservations until you have received the email confirmation of your course registration from AAOMS.

Payment Information

Due to limited seating, registration for Beyond the Basics courses is on a first-come, first-served basis. A check or credit card information must accompany this form in order for your registration to be processed. Registration also is available at AAOMS.org/CodingBilling.

Amount Due \$ _____ Check made payable to AAOMS enclosed

Credit Card: American Express Discover MasterCard Visa

Credit Card Number Security Code Expiration Date

Name of Cardholder Cardholder Signature

Credit Card Billing Address City State ZIP

Coding Certificate Program

Complete the AAOMS Basic Online, Beyond the Basics and OMS Billing Online within 18 months and join the elite group of OMS coding professionals. At the conclusion of this series, participants can claim expertise in OMS coding and billing having successfully completed an unrivaled, specialty-specific certificate of completion program.



Allied Staff Membership



All allied staff of AAOMS members practicing in the United States are eligible for AAOMS allied staff membership.

Benefits include discounted educational offerings, access to AAOMS resources, Career Line and newsletters.

For information on becoming an AAOMS allied staff member, visit AAOMS.org/AlliedStaff.

AAOMS Allied Staff Member Registration

To register online or receive the allied staff member discounted rate, an active allied staff member application must be on file. If interested in receiving the allied staff member rate, please wait to register until your membership has been approved. For questions related to your membership status, please call the AAOMS Membership Department at 800-822-6637.

Other Dental Professionals

When sponsored by an AAOMS member, dental professionals can register for our exclusive and convenient online coding courses! A separate registration form is needed. Contact coding@aaoms.org for more information.

Visit AAOMS.org/CodingBilling to see CE on Demand courses.

OMS Residents can enjoy complimentary registration for Basic Coding for OMS and ICD-10-CM for OMS.

Mail to: American Association of Oral and Maxillofacial Surgeons
Attn: Registration
9700 W. Bryn Mawr Ave.
Rosemont, IL 60018-5701

OR Fax to: 847-678-6279

Registration Form 2020 AAOMS Coding and Billing Courses



In-person coding courses are open only to AAOMS members, their staff and AAOMS allied staff member dental professionals. Registration also is available at AAOMS.org/CodingBilling.

Please Note

- Allied staff member pricing is available only to AAOMS fellows and members' staff who have applied and been approved for AAOMS membership. Registration rates are based on the registrant's membership status. Memberships are individual.
- Registration fees for the online and in-person courses are per person.** Online courses cannot be taken as a group. A registration form must be submitted for each person taking the course. Usernames and passwords for the online courses may not be shared.
- If sponsoring another dental professional who is not an AAOMS member, please download and submit a separate registration form. Contact coding@aaoms.org for more information.
- Please allow 10 business days for confirmation of your online course registration. Your user ID and password will be emailed to you. Once this is received, you will have 60 days to complete the online course.
- Please allow 1–2 weeks for an email confirmation of your in-person course registration.
- Badges and registration materials for in-person courses will be sent about two weeks prior to the course date. If you register less than two weeks before the course, you will need to pick up your badge and registration materials onsite.

* If you are employed by an AAOMS member and have not joined the AAOMS allied staff membership, you must select the "Non-member Staff of an AAOMS member" pricing.

In-person Courses

Beyond the Basics Coding Workshop – Two Days of OMS Coding

Completion of the Basic Coding for OMS and the ICD-10-CM for OMS course is recommended prior to taking Beyond the Basics Coding Workshop.

May 2–3, 2020
Rosemont, Ill.

Note: This course also will be offered Oct. 7 and 8, 2020, during the AAOMS Annual Meeting in San Antonio, Texas. Attendees must register for the AAOMS Annual Meeting to attend the October workshop. Pricing information and registration will be available in March at AAOMS.org/SanAntonio.

AAOMS Fellow/Member ID# _____	\$650 _____
AAOMS Allied Staff Member ID# _____	\$650 _____
AAOMS Resident ID# _____	\$175 _____
Non-member Staff of an AAOMS Member*	\$725 _____

Online Courses

Please provide email address: _____

Important Note: You must provide a separate unique email address for each registrant. Multiple people cannot register using the same email address.

Medicare 101 for OMS

AAOMS Fellow/Member ID# _____	\$175 _____
AAOMS Allied Staff Member ID# _____	\$175 _____
AAOMS Resident ID# _____	\$50 _____
Non-member Staff of an AAOMS Member*	\$250 _____

OMS Billing

AAOMS Fellow/Member ID# _____	\$175 _____
AAOMS Allied Staff Member ID# _____	\$175 _____
AAOMS Resident ID# _____	\$50 _____
Non-member Staff of an AAOMS Member*	\$250 _____

Medical Terminology and Oral Facial Anatomy 101

AAOMS Fellow/Member ID# _____	\$175 _____
AAOMS Allied Staff Member ID# _____	\$175 _____
AAOMS Resident ID# _____	\$50 _____
Non-member Staff of an AAOMS Member*	\$250 _____

ICD-10-CM for OMS

Completion of Medical Terminology and Oral Facial Anatomy 101 is recommended prior to registering for this ICD-10-CM course.

AAOMS Fellow/Member ID# _____	\$175 _____
AAOMS Allied Staff Member ID# _____	\$175 _____
AAOMS Resident ID# _____	\$0 _____
Non-member Staff of an AAOMS Member*	\$250 _____

Basic Coding for OMS

AAOMS Fellow/Member ID# _____	\$300 _____
AAOMS Allied Staff Member ID# _____	\$300 _____
AAOMS Resident ID# _____	\$0 _____
Non-member Staff of an AAOMS Member*	\$375 _____



There is an audio component to online courses; a computer with speakers is needed.

Instructor Dawn Jackson, DrPH, RHIA, CCS-P, FAHIMA, is a professor and program director for the undergraduate Health Services Administration Program at Eastern Kentucky University in Richmond, Ky.

She holds a bachelor's degree in Health Information Management, a master's degree in Allied Health Education and a doctoral degree in Health Services Management, and most recently attained fellowship status with the American Health Information Management Association (AHIMA). Dr. Jackson's areas of expertise include healthcare reimbursement systems, coding and billing processes, medical law and healthcare management. She is a certified coding specialist and has been presenting coding courses for AAOMS for nearly 22 years.

Disclosure: The speaker has nothing to disclose.

In-person Workshop Materials

The coding and billing syllabi closely follow the instructors' oral presentations and serve as handy references for the OMS practice and future training of new staff members. Audiovisual materials also reinforce the oral and written information. The custom coding workbook includes cases of various surgical coding problems faced by oral and maxillofacial surgeons and provides an opportunity to review the principles learned in the instructional portion of the course.

Please note: The coding workshops are hands-on workshops – be sure to bring your coding books, including current copies of ICD-10-CM, CPT, HCPCS Level II and CDT with you to the Beyond the Basics Coding Workshop. Current ICD-10-CM, CPT, HCPCS Level II and CDT coding manuals are required for all online coding courses, except the ICD-10-CM course for which only the ICD-10-CM coding manual is required. AAOMS does not provide coding manuals.

Online Course Evaluations

AAOMS has instituted a new electronic course evaluation process. To obtain continuing education credits for these sessions, you must complete an online evaluation. Through the new online system, you can evaluate sessions and speakers, earn continuing education credits and instantly print your transcript. Additional information is provided inside your course packets.

In-person Workshop Hours

Check-in time for each day is from 7:30 to 8 a.m. Workshop hours are 8 a.m. to 4 p.m. Meeting rooms are often cooler than normal – please dress accordingly.

Housing Arrangements

Once open, housing arrangements for coding workshops held in conjunction with the AAOMS Annual Meeting can be completed online at AAOMS.org/AMhousing according to the directions in the Annual Meeting Advance Program or at AAOMS.org.

For all other AAOMS coding courses, blocks of rooms have been reserved by AAOMS at the host hotels. Telephone numbers for these hotels are listed in this brochure. Registrants must make housing reservations directly with the hotel and specify they are with the AAOMS coding workshops to receive the special room rate. Unless otherwise noted, overnight and/or day parking at host hotels is not included and/or validated in the room rate.

Note: Reservations for hotel and travel should not be made until after you have received an email registration confirmation from AAOMS.

If you will be charging your hotel expenses to a credit card other than your personal card (i.e., your practice credit card) and that cardholder will not be present at check-in, you must contact the hotel at least two weeks prior to your scheduled check-in date to arrange billing authorization.

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Other Dental Professionals

The in-person Beyond the Basics Coding Workshop is limited to AAOMS members and their staff. However, when sponsored by an AAOMS member, dental professionals that are not affiliated with AAOMS may register for any of our exclusive and convenient online coding courses. Contact AAOMS at 800-822-6637 or email coding@aaoms.org for more information.

AAOMS Allied Staff Member Registration

An allied staff member application must be on file at AAOMS in order to receive the allied staff member rate. If interested in receiving the allied staff member rate, please wait to register until your member application has been approved. For questions related to your membership status, please call the AAOMS Membership Department at 800-822-6637.

For information on becoming an AAOMS allied staff member, visit AAOMS.org/AlliedStaff.