MSB Online Billing Course
Getting Started with Medical Services Branch

This is a comprehensive course that outlines the process involved in the billing cycle from submitting and reconciling claims, to the appropriate application of the service codes. The course is appropriate for beginners, as well as those with more advanced billing knowledge and is designed to be flexible. Start and stop at your leisure! Your progress will be saved for you to resume when convenient as, depending on the participant's knowledge, the course could take between hours or days to complete.

To sign up for this free offering, just click on the following link:
https://msbonlinebillingcourse.litmos.com/self-signup/

Enter the required information and use the following code: **OLBC**

You will need to complete a basic User Profile upon signup, requiring only an email address for your User Name and a valid password, consisting of the following criteria:

- Minimum of 8 characters
- 1 upper case
- 1 lower case
- 1 number
- 1 special character

To start the course, you will be presented with a list of the modules under the course, along with a button to "Start the Learning Path". You can choose to start at the top and work to the bottom or click on any module in the sequence. Alternatively, you can exit the module you are working on at any time (using the orange 'exit' button in the right corner) and come back later or you can move onto another module of your choice.

You will require a current Physicians Payment Schedule to facilitate you in the course, which can be found at this link:

https://www.ehealthsask.ca/services/resources/establish-operate-practice/Pages/Physicians.aspx

Once you have completed the signup process, use the following link to re-enter the site with your new credentials: https://msbonlinebillingcourse.litmos.com

If you have any questions regarding the Online Billing Course, please contact 306-787-9011.

Saskatchewan

COURSE OUTLINE:

Module 1: Getting Started with Medical Services Branch

- Getting Started with MSB
- Physician's Billing Obligations
- Modes of Payment
- Claim Processing
- Documentation Requirements
- Non-insured Services
- Introduction to the Physician Payment Schedule
- Payment Integrity

Module 2: Physician's Billing Obligations

- Legislation
- Direct Payment Agreement
- Payment Schedule Policy

Module 3: Modes of Payment

- Fee-for-service (FFS)
- Alternate payment physicians (APP)
- Primary health contracts
- Shadow Billing

Module 4: Claims Processing

- Submission of Claims
- Retrieving Claims
- Reconciling Claims
- Time Limit
- Coverage questions
- Reciprocal billing
- WCB Claims

Module 5: Documentation requirements

Module 6: Non-Insured Services

- Uninsured services
- Services provided by someone other than the physician
- Requesting Services to be Insured in the Payment Schedule

Module 7: Introduction to the Payment Schedule

- Payment Schedule Introduction
- Explanatory Codes
- Components of a Service code
- Classification of Services
- Application of service codes

Module 8: Payment Integrity - Audit

- Overview of Routine Audit
- Routine Audit Explanatory Codes
- Submitting Documentation
- Patient Verifications
- Joint Medical Professional Review Committee