

**DONNELLY BENEFIT CONSULTANTS**  
**MEDICAL BILLING SEMINAR**

Class Schedule and Outline

- 9:15 – 9:25 - Registration & Introduction
- 9:30- 10:00 am - Intro to Running a Medical Billing Business
- Education/Training/Experience necessary
  - Is this a viable business in PA?
  - What you can expect from this business?
- 10:00-10:10 am - Break
- 10:10 - 11:45 am - Setting up your Business
- Software
  - Hardware
  - Clearinghouse
  - Life cycle of a claim
  - Legal and financial considerations
- 11:45 - 1:00 pm - Lunch (on your own) IF EVERYONE IS IN AGREEMENT, we can grab sandwiches from the deli next door, work through lunch, and get out a bit earlier.
- 1:00 - 2:00 pm - Marketing-
- Who to market
  - Setting your fees
  - Marketing materials
  - Marketing methods
- 2:00 – 2:30 Avoiding the Common Pitfalls
- 2:30 – 3:00? Q&A/ Further marketing
- This section of the seminar will be devoted to answering any and questions about a medical billing business that have not already been answered.
  - After all questions are complete, any remaining time will be Directed toward further marketing skills and ideas.