

**CENTERS FOR MEDICARE & MEDICAID SERVICES
CONTINUING EDUCATION (CMSCE)**

**Basics of Medicare: Part Two
(June 23, 2015 2:00PM EDT)**

CE Activity Information & Instructions

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Continuing Education Credit Information

Continuing Education Credit

Accreditation Council for Continuing Medical Education (ACCME)

The Centers for Medicare & Medicaid Services (CMS) designates this live activity for a maximum of 1 AMA PRA Category 1 Credit™. Physicians should only claim credit commensurate with the extent of their participation in the activity. Credit for this course expires at midnight on July 6, 2015.

IACET International Association for Continuing Education and Training (IACET)

The Centers for Medicare & Medicaid Services (CMS) is authorized by IACET to offer .1 Continuing Education Unit (CEU) for this live activity. CEU will be awarded to participants who meet all criteria for successful completion of this educational activity. CEU credit for this course expires at midnight on July 6, 2015.

Accreditation Statements

[Please click here for accreditation statements.](#)

Instructions for Continuing Education Credit

Learning Management System (LMS) Instructions

In order to receive continuing education credits for this live activity, you must pass the session post-assessment with a score of 70% or above and complete the evaluation. The continuing education (CE) post-assessments and evaluations are being administered through the Medicare Learning Network® (MLN).

Registering To Take a Post-Assessment

If you have previously taken Medicare Learning Network® (MLN) web-based training courses, you may use the login ID and password you created for those courses. If you are a new user, you will need to register.

To Register:

1. Go to <http://go.cms.gov/MLNProducts> on the CMS website.
2. Under “Related Links” click on “Web-Based Training (WBT) Courses”.
3. Click on a course title (not the icon next to the title) to open a Course Description Window.
4. At the top of the Course Description Window, click “**Register**”.
5. You will be redirected to a page that instructs you to enter an e-mail address and click “Submit.”
6. The screen returned will read: No account was found matching your search criteria. Please click **here** to proceed with registration. Click the word “Here” to continue with registration.
7. After completing this registration, you will receive a confirmation e-mail containing an activation link for the Medicare Learning Network® (MLN) Learning Management System (LMS). Please note that the password you create must comply with the following requirements:
 - At least eight characters;
 - At least one number;
 - One lower case letter;
 - One upper case letter; and
 - One of the following symbols: ! @ \$ % & ?.

No spaces are allowed, and you may not use any of your last six passwords as your new password. Your new password will be case sensitive and effective the next time you log into the site. For the first time, you may only log into the LMS using the link in the confirmation e-mail.

8. Once your account is activated you may enter the LMS through the MLN LMS login page.

Please add MLN@cms.hhs.gov to your address book to prevent MLN communication from going into your spam folder.

To login (existing user account):

1. Go to <http://go.cms.gov/MLNProducts> on the CMS website.
2. Under "Related Links" click on "Web-Based Training (WBT) Courses."
3. Click on a course title or assessment title (not the icon next to the title) you are interested in to open a Course Description Window.
4. At the top of the Course Description Window, click "**Login.**"
5. Enter your login ID and password. You will be re-directed to your home page.

Finding the Post-Assessment

Once you are logged into the LMS and are on your home page:

1. Click on the "Web-Based Training (WBT) Courses" link.
2. At the top of the page on the right-hand side, you will see "Topic." Scroll through the topics and select "**General Medicare Program Information**" and click "Search."
3. Select "**23June2015 Basics of Medicare: Part Two Webinar**" in the left column.
4. Scroll to the bottom of the page. Use the radio buttons to select Certificate of Completion or Certificate of Continuing Education.
5. Click the "Take Course" button. The course will appear in a new pop-up window.

Viewing Your Transcript and Certificates

1. Go to <http://go.cms.gov/MLNProducts> on the CMS website.
2. Click on "Web-Based Training Modules" link at the bottom of the page.
3. Click on the title of a course and click on Login.
4. Log in using your CMS LMS credentials.
5. To access your certificate, click on "My Homepage" in the left hand menu.
6. Click on "Transcript/Certificate."
7. Click on the Certificate link next to the course title. The course evaluation will display. Once you complete the course evaluation, your certificate will display.

Hardware/Software Requirements

[Please click here for hardware and software requirements.](#)

CMS Privacy Policy

[Please click here for CMS' Privacy Policy.](#)

Help

- For assistance with the Medicare Learning Network® (MLN) Learning Management System, such as, your login, registration, certificate or transcript, contact the MLN at MLN@cms.hhs.gov via email.
- For assistance with the content or continuing education credit, contact CMSCE at CMSCE@cms.hhs.gov via email.

Activity Information

Activity Description

The Medicare Basics series is designed to assist providers new to the Medicare Program. This webinar is the second offering in the three-part series offered by the Medicare Learning Network® (MLN) and will provide information regarding Medicare billing, reimbursement and appeals.

Target Audience

This activity is designed for new Medicare providers and healthcare providers interested in becoming Medicare providers.

Learning Objective

By the end of this webinar learners should be able to :

- Identify requirements for electronic and paper claims submission;
- Recognize where to find Medicare billing and payment information;
- Identify where to find and how to search the Medicare Physician Fee Schedule;
- Recognize elements of the Medicare Remittance Note;
- Identify the different levels of Medicare Appeals and how to file an appeal; and
- Recognize elements of the Medicare Overpayment Process.

Participation

Register for the webinar, participate in the webinar and access and complete the assessment and evaluation, per the *Instructions for Continuing Education Credit*, at the beginning of this document.

Speaker Bios & Disclosures

No one in a position to control the content of this activity has anything to disclose. The planner/ developer of this activity has signed a disclosure statement indicating that he has no relevant financial interests. This activity was developed without commercial support.

Karen Pardue, MA, developer, has been employed by the Centers for Medicare & Medicaid Services (CMS) from 2003 to the present. In this capacity, she has developed and implemented Medicare Learning Network® outreach and training materials for health care providers, participated in agency wide workgroups to provide expertise on provider education and continuing education (CE) and assisted components with the development of CE approved training activities.

Ms. Pardue earned a Master of Arts degree in Production of Educational Media from Appalachian State University and a Bachelor of Arts degree in Political Science from George Washington University. Her experience includes analysis, development and review of various Medicare related content in multiple media formats.

Deborah Ricketts, developer, is employed by Palmetto GBA as a Policy Communication Specialist. Ms. Ricketts has over 30 years of Medicare Part B experience and has developed training materials for Medicare provider customer service representatives. She also developed provider education for Medicare Parts A and B in various formats such as printed materials, Web-Based Training (WBT) courses, and slide presentations.

Lauren Gillooly Robbins, developer/presenter, is employed by Palmetto GBA as the Manager for Provider Education Support Services (PESS). Ms. Gillooly Robbins has extensive professional experience in both Medicare and instructional design/delivery. She has been designing Medicare training programs since 2004 and prior to that time was heavily involved in course design at the collegiate level.

Ms. Gillooly Robbins studied in the Master of Mass Communications program at the University of South Carolina and earned a Bachelor of Arts degree in English Communications at Columbia College.