

MEDICAL BILLING & CODING SPECIALIST

18.5 Semester Credit Hours

Approximate Duration in Weeks: 17(for Day classes), and 20 (for Evening classes)

Program Description

Medical Billing and Coding Specialist Medical Billers and coders usually work regular office hours may be in the billing office or in the billing department of the professional healthcare office. They must know the different methods of billing patients, understand various collection methods, ethical and legal implications have a good working knowledge of medical terminology, medical billing and claims form completion, and coding. They also must understand database management, spreadsheets, electronic mail, and possess state-of-the-art word processing and accounting skills, be proficient in bookkeeping, and be able to type at a good typing speed.

In this program, students learn Medical terminology, computer application, Medical insurance, billing, coding, HIPAA and medical law & ethics. The clinical externship hours gives you an idea of working in hospital, doctor's office, labs and insurance companies. Each module in the program has a particular set of books and materials to serve as the fundamental reference guide for the subject.

Program Objective

The purpose of medical billing and coding program is to provide students with a comprehensive knowledge needed to explain the health insurance plans, requirements & responsibilities of the provider, insurance company and medical biller in depth.

Professional Credentials

After completion of the program graduates can appear for national certification examination, Certified Billing & Coding Specialist (CBCS) through NHA (National Health Career Association).

Employment

Medical Billers and coders usually work 40 regular office hours from Monday through Friday on a desk in the billing office or billing department of the professional healthcare office. They must know the different methods of billing patients, understand various collection methods, ethical and legal implications have a good working knowledge of medical terminology, medical billing and claims form completion, and coding. They also must understand database management, spreadsheets, electronic mail, and possess state-of-the-art word processing and accounting skills, be proficient in bookkeeping, and be able to type at a good typing speed.

Program Layout

Term	Module	Course Title	Sem Credit
Term I			
	Mod 1	BIO 110 Medical Terminology	2.5
Term II			
	Mod 1	MBC 221 Medical Billing and Insurance	5.5
	Mod 2	MBC 222 Medical Coding and Compliant Billing	8.0
	Mod 3	MBC 223 Electronic Health Record (EHR)	1.0
Term III			
	Mod 1	MBC 235 Billing and Coding Externship	1.5
			18.5

Total Semester Credits – 18.5

Course Description

BIO110 Medical Terminology

This module will cover a comprehensive study of the more common medical roots, prefixes and suffixes. The topic will relate medical language used in medical field.

MBC 221 Medical Billing and Insurance (core module)

In the Medical Billing & Insurance module, the students will be introduced and given an overview of Medical Insurance, billing cycle, coding procedure, claim follow up and payment processing, management, legal and ethical skills with an emphasis on the basic and essential information.

MBC 222 Medical Coding & Compliant Billing (core module)

In the Medical Coding & Complaint Billing module, the students will be introduced and given an overview of Medical coding procedure, understanding the various code sets, rules and guidelines for coding, assigning correct codes, understanding the importance of code linkage on health care claim, common billing errors, compliant billing, and calculating insurance payments.

Required Pre-requisites for the Module: MBC 221 and BIO 110.

MBC 223 Electronic Health Record (EHR) (core module)

In the Electronic Health Record module, the students will be introduced and given an overview of the EHR documentation through the SpringCharts software. Students will learn the features and functionality, linking EHR software skills to meaning use of EHR. This module emphasizes on different aspects of SpringCharts, from basic patient's chart to labs, tests, codes, and templates.

Required Pre-requisites for the Module: MBC 221 and MBC 222.

MBC 235 Billing and Coding Externship (core module)

This course will provide the student with hands-on experience in a medical office, hospital, or billing & coding management company under the supervision and control of the AIHT, overseen by a designated site supervisor. Externships allow students to develop skills and contacts within the profession while they explore various career opportunities.

Required pre-requisite for the module: MBC 221, MBC 222, MBC 223.