

## **TECHNICAL AND HEALTH STANDARDS FOR MEDICAL BILLING & CODING SPECIALIST**

Every student in the Medical Billing and Coding Specialist program must possess the physical, mental, and emotional capabilities required to successfully complete the program and gain employment in the field. The prospective student must be capable of meeting technical and health standards listed below:

### **Technical Standards**

- Sit at a desk for 80%-90% of worktime.
- Read text from printed material or a computer screen.
- Use a keyboard and type effectively for long periods of time.
- Perform basic mathematical computations.
- Ability to collect, interpret, and integrate information and make good decisions within range of abilities and scope of practice.
- Possess the proper motor skills to use standard office equipment.
- Be competent using MS Office, particularly Word and Excel.
- Possess good interpersonal, analytical and critical thinking skills.

### **Health Standards**

The prospective Medical Billing & Coding student must:

- Consistently demonstrate emotional, mental, and physical health.
- Possess adequate hearing in order to communicate with patients, family members, and medical staff.
- Be able to handle stressful situations related to billing and insurance.