

MEDICAL BILLING AND CODING SPECIALIST



What does a Medical Biller and Coder do?

Medical Billing and Coding graduates review medical records to determine procedures during a specific interval of patient care, calculate the costs of these procedures and services, and prepare invoices to be mailed to patients or their insurance providers. The job also requires clarification of unclear information in a patient's record and assigning of codes to the patient's medical record. Billing and Coding requires a high degree of precision, accuracy and attention.

How will Asher College prepare me for this career?

The MBC program provides students with the career knowledge to:

- Adhere to HIPAA, Federal and State regulations concerning confidentiality in the medical field
- Utilize software applications to record and manage medical billing codes
- Assign a code to each diagnosis and procedure accurately
- Bill insurance companies to receive proper reimbursements on claims
- Create statements, track claims and process a billing claim through the life of the claim
- Understand diagnostic and procedural codes necessary for billing, post payments and itemize statements

What characteristics are important in this field?*

- **Analytical skills:** Medical records and health information specialists must interpret medical documentation to assess diagnoses, which they then code into a patient's medical records.
- **Detail-Oriented:** Medical records and health information specialists must be precise about verifying and coding patient information.
- **Integrity:** Medical records and health information specialists must exercise discretion and act ethically when working with patient data to protect patient confidentiality, as required by law.
- **Interpersonal skills:** Medical records and health information specialists need to be able to discuss patient information, discrepancies, and data requirements with physicians, finance personnel, and other workers involved in patient care and recordkeeping.

What are the job opportunities in this Career?

The MBC certification is appropriate for job roles including:

- Billing Specialist
- Billing Coordinator
- Coding Specialist
- Reimbursement Specialist
- Patient Account Representative

What is the Salary Potential and the job outlook in this field?

Asher College provides career-training programs for entry and mid-level positions. Salaries vary depending on geographical location, economic conditions, and willingness to relocate. Salaries by occupation and specific location can be found at www.onetonline.org. National figures for labor market activity, working conditions, and price changes in the economy are available at www.bls.gov/ooh/ or you can visit the campus career services department to learn where Asher graduates work and the beginning salaries in their respective careers.

What is the job outlook for the next 10 years?*

Employment of medical records and health information specialists is projected to grow 8 percent from 2019 to 2029, much faster than the average for all occupations.

What are the typical working hours for this career?*

Most medical records and health information specialists work full time. In healthcare facilities that are always open, such as hospitals, specialists may work evening or overnight shifts.



*Reference: <https://www.bls.gov/>

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ASHER ID	COURSE NAME
MOE100	Microsoft Essentials
TF100	Typing Fundamentals
HS204	Medical Law and Ethics
HS201	Medical Terminology
HS202	Human Anatomy and Physiology
HS401	Electronic Health Records
HS207	Advanced Billing and Reimbursement
HS320	Advanced Physicians Coding
HS321	Advanced Facility Coding
CD101	Career Success
CD201	Advanced Career Development

What Certification options do I have with this program?

One of the following certifications is included with the program.

National Healthcareer Association:

- CMAA (Certified Medical Administrative Assistant)
- CEHRS (Certified Electronic Health Records Specialist)
- CBCS (Certified Billing & Coding Specialist)

AAPC

- CPC-A (Certified Professional Coder)
- CPB (Certified Professional Biller)

National
Healthcareer
Association*



How long will it take to complete my education?

Full time = 11 months (24 hours per week)

¾ time = 14 months (18 hours per week)

Half Time = 20 months (12 hours per week)

Program includes: books, tuition, certification exams, tutoring, and career service assistance.

*CA Students are also subject to Student Tuition Recovery Fund (STRF) fees from the California Bureau for Private and Postsecondary Education (BPPE).

Program Accredited By:



For more information on our programs, our catalogs can be viewed at <https://asher.edu/disclosures/>

www.Asher.edu

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