

# MEDICAL BILLING AND CODING SPECIALIST

**DEGREE:** ASSOCIATE OF APPLIED SCIENCE IN MEDICAL BILLING & CODING

QUARTER CREDIT HOURS: **100**

**CERTIFICATE:** MEDICAL BILLING & CODING SPECIALIST

QUARTER CREDIT HOURS: **73**



## 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:

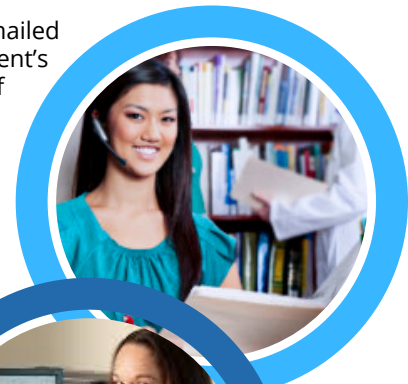
- Billing Specialist
- Billing Coordinator
- Coding Specialist
- Reimbursement Specialist
- Patient Account Representative

## 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](http://www.onetonline.org). National figures for labor market activity, working conditions, and price changes in the economy are available at [www.bls.gov/ooh/](http://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 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.



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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

## How long will it take to complete my certificate?

**Full time** = 11 months (24 hours per week)  
**¾ time** = 15 months (18 hours per week)  
**Half Time** = 22 months (12 hours per week)

## 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®



## Earn an Associate of Applied Science in Medical Billing & Coding - add 6 Months and the following courses:

ASHER ID	COURSE NAME
GE101 or GE107	Critical Thinking or Introduction to Psychology
GE102	Business Communication
GE103	Business Math
GE104	Introduction to Business
GE105 or GE108	Principles of Management or Leadership
GE106	American Government

Program Accredited By:



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

[www.Asher.edu](http://www.Asher.edu)

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### LAS VEGAS

6029 W Charleston Blvd  
Las Vegas, NV 89146 • 702-323-0853

### SACRAMENTO

1215 Howe Ave  
Sacramento, CA 95825 • 916-900-2850