**Medical Coding & Billing Employment Guide**

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<td><strong>MEDICAL BILLER</strong></td>
<td>Perform electronic claim filing, enter patient demographics and insurance claim information, including diagnosis and procedural codes, provide information to clearinghouses and insurance companies to increase reimbursement for medical practices and hospitals.</td>
<td>Electronic and manual claim processing expertise, practical skills in claims editing and reporting, knowledge of HIPPA (Health Insurance Privacy and Portability Act) and insurance guidelines, in depth understanding of CPT and ICD-9 coding, and proficiency in Medisoft.</td>
<td>Completion of an approved vocational training program, industry certification.</td>
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<td><strong>REIMBURSEMENT SPECIALIST</strong></td>
<td>Perform audits and follow-up on insurance claims, communicate with third party payers to expedite the claims processing. Perform verification of CPT and ICD-9 codes, ensure maximum reimbursement for doctors and hospitals.</td>
<td>Strong knowledge of CPT and ICD-9, expertise in insurance reimbursement, sound understanding of legal and ethical guidelines, proficiency in medical billing software.</td>
<td>Completion of an approved vocational training program, industry certification.</td>
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<tr>
<td><strong>MEDICAL CODER</strong></td>
<td>Extract and analyze medical information from medical records to assign appropriate diagnostic and procedure codes, apply medical terminology to ensure maximum reimbursement and accurate coding for physicians.</td>
<td>Extensive knowledge of CPT and ICD-9 coding, medical terminology, human anatomy and physiology, Medisoft software.</td>
<td>Completion of an approved vocational training program, industry certification.</td>
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<td><strong>CLINICAL CODING SPECIALIST</strong></td>
<td>Analyze medical records and determine appropriate diagnostic and procedure codes, check coding accuracy by physicians, apply medical terminology and human anatomy methodology to insure maximum reimbursement.</td>
<td>Expert in CPT and ICD-9 coding, extensive knowledge of medical terminology and human anatomy and physiology, Medisoft software.</td>
<td>Completion of an approved vocational training program, industry certification.</td>
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**Education that WORKS!**

BIR is a private, postsecondary school for technical, business, and language learning. BIR has been educating students since 1993 and enjoys the reputation of a small, friendly institution serving the needs of a diverse student body.

Low tuition and no-interest payment plans.

Federal and state financial aid and institutional scholarships are available for qualified students.

BIR offers career assistance to Health Information Technology might be available.

Call BIR and speak with a counselor about your future career.

773-866-0111 or email: contact@birtraining.edu

You are welcome to walk in.

**Three Chicago Locations**

Main 3601 W. Devon Ave., Suite 210 Chicago, IL 60659
828 S. Wabash Ave., Suite 295 Chicago, IL 60605
6240 W. Belmont Ave., Chicago, IL 60634

*Not all programs available at all locations*
Are you someone who enjoys helping people in a healthcare environment? Medical coding and billing specialists manage patients’ records through their knowledge of medical coding standards. Working with doctors and patients, coding and billing specialists record diagnoses and treatments, and submit medical claims to insurance companies. The demand for well-trained medical specialists is high and predicted to grow. With BIR’s training you can quickly gain the skills necessary to succeed in this lucrative and fulfilling field.

BIR’s Program
BIR’s Health Information Technology program provides comprehensive training in procedural and diagnostic coding; medical terminology and anatomy; manual and electronic billing as well as medical office administration. You will develop medical office management skills, learn to process medical claims using the latest medical billing software, and learn to code medical diagnoses and procedures.

Industry Certification
BIR prepares students for the National Certified Billing and Coding Specialist (CBCS) exam.

Careers in Health Information Technology
BIR graduates are well prepared for careers in the field of medical office administration. Our graduates can work at medical facilities and practices; hospitals and home health agencies; medical billing and collections companies; private and government insurance agencies, physical therapists’ and malpractice attorneys’ offices, as well as many other places. Our program secures externships and provides resume and job search assistance. For a better career begin your training with BIR today!

**Modules Descriptions**

**Medical Office Administration (HCP100)**
This module is an overview of the history of medicine, healthcare systems, and medical practice specialties. Students learn about medical records management, scheduling, billing and collections. They also acquire an understanding about professional behavior and interpersonal skills in the medical setting.

**Medial Terminology/Anatomy and Physiology (HCP101)**
Students learn medical terminology, suffixes, and prefixes related to the 15 body systems, as well as the anatomy and physiology of each body system. Diagnostic and treatment modalities are also covered in this course.

**Computer Productivity Tools & Keyboarding (CIT 090)**
This module teaches the current operating system (Vista®), Internet tools, Outlook®, and Acrobat®. Students develop and deliver presentations in PowerPoint® and create documents in MS Word®. They work on their keyboarding and alpha/numerical data entry skills. The lab focuses on hand placement, accuracy, speed, documents formatting, and projects. By the end of the module, students should be able to apply the learned skills to the workplace or further study.

**Healthcare Structure, Delivery & ICD-9-CM Coding (HCP 102)**
This module teaches diagnostic coding by utilizing the International Classification of Diseases 9th Clinical Modifications (ICD-9-CM). Students are instructed in the use of all sections, volumes and guidelines of the ICD-9-CM to determine codes for maximum reimbursement.

**CPT and HCPCS Coding (HCP103)**
This module teaches Current Procedural Terminology (CPT) and Healthcare Common Procedural Coding System (HCPCS) levels I and II. It provides complete instructions on utilization and interpretation of all sections, guidelines, modifiers, conventions, and categories that are related to the coding process of evaluation and management, anesthesia, surgery, radiology, medicine, and lab.

**Medical Office Procedures, Reimbursement, and Compliance (HCP202)**
This module teaches students techniques on how to perform manual and electronic claim filing using medical billing software. This process can be applied to all types of insurances both public and private for in-and-out patient facilities. Students also learn about ethics and compliances, radiology, medicine, and lab.

**Capstone, Careers, and Employment (HCP 310)**
This module concentrates on preparing students for employment. Students take the Certified Billing and Coding Specialists exam (CBCS); learn to write resumes, conduct a job search, interview successfully, and build confidence. Referrals are provided for externship sites and job placement.