### Employment Guide

<table>
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<tr>
<th>JOB TITLE</th>
<th>DUTIES</th>
<th>EDUCATION / CERTIFICATION</th>
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<tr>
<td><strong>Medical Clinical Assistant</strong></td>
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<tr>
<td><strong>General Practice</strong></td>
<td>Prepare patients for exams, explain treatment procedures, administer medication as directed, take and record vital signs, take EKGs, apply Holter monitor, draw blood, collect and prepare lab specimens, assist physician during exams, remove sutures, and change dressings.</td>
<td>Medical Assisting training; Phlebotomy and EKG Certification recommended</td>
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<tr>
<td><strong>Specialized Practice</strong></td>
<td>Perform Medical Clinical Assistant duties in specialized practices. Specializations include, but are not limited to Obstetrics &amp; Gynecology, Podiatric, Pediatric, Chiropractic, Plastic Surgery and other medical specialties. Specialized field training may be required.</td>
<td>Medical Assisting training; Phlebotomy and EKG Certification recommended</td>
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<tr>
<td><strong>Medical Administrative</strong></td>
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<tr>
<td><strong>Assistant</strong></td>
<td>Schedule and receive patients, manage medical records, chart patient information, arrange hospital admission, process insurance, and perform billing.</td>
<td>Medical Assisting training; Medical Administrative Assistant Certification recommended</td>
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<tr>
<td><strong>Electrocardiogram (EKG)</strong></td>
<td>Operates an electrocardiograph machine and Holter monitor that produce data for the diagnosis of heart ailments. Performs EKGs, positions chest electrodes, and forwards test results to attending physician. EKG technicians work in outpatient cardiac diagnostic sites, acute care facilities and hospitals.</td>
<td>Medical Assistant training; EKG Technician Certification required</td>
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<tr>
<td><strong>Phlebotomy</strong></td>
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<tr>
<td><strong>Technician</strong></td>
<td>Collect specimens and draw blood. Perform routine laboratory tests Phlebotomists work in outpatient labs, hospitals and physicians offices.</td>
<td>Medical Assistant training; Phlebotomy Technician Certification required</td>
</tr>
</tbody>
</table>

### 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 friendly institution serving the needs of a diverse student body.

**Affordable tuition and no-interest payment plans**
Federal and state financial aid

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**Medical Office Administration**
**Medical Billing and Coding**

NCA CASI Accredited | IBHE PBVS Approved
Effective Date: August 15, 2011

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Health Information Technology

**Medical Office Administration Medical Billing and Coding**

- **Medical Office Administration**
  - Part-Time Program Length: 18 Months
  - Full-Time Program Length: 20 Months

**Medical Office Administration Medical Billing and Coding**

- **Medical Office Administration Medical Billing and Coding 33 Credits**
- **Medical Office Administration Medical Billing and Coding Full-Time Program Length: 18 Months**
- **Medical Office Administration Medical Billing and Coding Part-Time Program Length: 20 Months**

**Medical Office Administration Medical Billing and Coding 33 Credits**

- **ABM 100 - Mathematics and Computation Review**
  - Prerequisites: ABM 090
  - (2 Credits)
  - Placement or ABM 090

**Program Information**

- **Financial Assistance**
  - BIR provides low tuition and no-interest payment plans. Federal and state financial aid and GI Bill benefits are available to qualified students.

- **Career Assistance**
  - **The Capstone and Career Development module** provides students with a program review and job search strategies, resume writing as well as interviewing techniques.

- **Externship**
  - An externship is part of the program and is offered at medical practices, medical billing companies, and hospitals. Externships are under the direction of the site supervisor and BIR’s Site Coordinator. Externship hours vary depending on the externship site.

- **Industry Certification Preparation**
  - **Certified Billing and Coding Specialist**
  - **Certified Medical Administrative Assistant**

- **Support**
  - Additional help with math, English, and computer skills is available. Support with subject areas might be available.

- **Diverse Faculty**
  - BIR boasts a diverse faculty with a variety of academic and professional backgrounds including medical doctors, health information managers, revenue cycle experts, and professional coders, among others.

**Program Description**

- **ABM 100 - Mathematics and Computation Review**
  - This module provides students with a review in mathematical concepts. Students will go over operations with fractions, decimals, percents, ratios, proportions, and conversion between the U.S. Conventional and metric systems of measurement. Estimation, rounding, and problem solving strategies will be covered.

- **CIT 090 - Computer Productivity Tools and Keyboarding**
  - This module teaches the current operating system, Internet tools, MS Outlook®, and Acrobat®. Students develop and deliver presentations using MS PowerPoint® and create documents in MS Word®. They work on their keyboarding and alpha/numerical data entry skills. The lab focuses on hands placement, accuracy, and speed.

- **HCP 100 - Medical Office Administration**
  - Introduces students to administrative practices used in a variety of health care facilities. Students learn about administrative skills, electronic and manual medical records maintenance, health insurance concepts, business writing, telephone answering techniques, cash management concepts, effective industry skills, and professionalism. This module includes preparation and administration of the NHA Certified Medical Administrative Assistant exam.

- **HCP 101 - Medical Terminology, Human Anatomy and Physiology**
  - Students are taught medical terminology, human anatomy and physiology, pathology and diagnostic treatments related to the 15 body systems. Students study common terms and abbreviations, including Greek and Latin terms used in medicine.

- **HCP 102 - Diagnostic Coding: ICD-9-CM**
  - Students are taught diagnostic coding, how to utilize the International Classification of Diseases, Ninth Revision, Clinical Modification (ICD-9-CM) coding system. Students apply ICD-9-CM instructions for diagnoses, operations, conventions, rules, and follow official coding guidelines when assigning ICD-9-CM codes to cases and actual medical record documentation.

- **HCP 103 - Procedural Coding: CPT and HCPCS**
  - Students are taught current procedural terminology (CPT) coding and taught to identify and utilize modifiers and symbols in order to properly code the Healthcare Common Procedure Coding System (HCPCS) and Relative Value System. In addition, students will be able to code from operative reports, encounter forms, medical records, and laboratory reports using CPT levels I and II.

- **HCP 104 - Healthcare Reimbursement, Ethics and Compliance**
  - Students are taught about the healthcare revenue cycle, fundamental concepts of public and private insurance, regulatory compliance, and ethics. Students will also practice claim processing using both manual methods and electronic medical billing software.

- **HCP 307 - Health Information Technology Externship**
  - The externship provides the student with practical hands-on work experience in a healthcare facility. Under the direction of the externship site’s staff and BIR’s Site Coordinator, students will be applying the skills gained through the program. This module includes preparation and administration of the NHA Certified Billing and Coding exam.

- **HCP 310 - HIT Capstone and Career Development**
  - Students are taught how to gain employment in the field by performing related activities such as resume writing, proper interviewing techniques, and job search methods. Upon completion the student will be able to develop field-specific and position-specific resumes, search and apply for employment, and use proper interviewing techniques.

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**Health Information Technology Program**

BIR’s Health Information Technology program provides comprehensive training in medical terminology and anatomy; procedural and diagnostic coding; manual and electronic billing; as well as medical office administration. Students develop medical office management skills, learn to process insurance claims using industry-standard medical billing software, and learn to code medical diagnoses and procedures. BIR’s Health Information Technology program provides lectures, hands-on training, externships, and preparation for industry certification. BIR prepares students for rewarding work in the Health Information Technology industry, which includes hospitals, clinics, physicians’ offices, insurance companies, or running their own business.

**Extenship**

BIR Training Center offers externship placements to students in our Health Information Technology Program. This opportunity allows students to gain hands-on job experience in medical practices, billing companies, insurance companies, ambulatory care facilities, or hospitals.

**Industry Certification Preparation**

- Certified Billing and Coding Specialist
- Certified Medical Administrative Assistant

**Quality Assurance**

BIR Training Center is an NHA approved training and national certification testing site.

**CAREERS IN HEALTH INFORMATION TECHNOLOGY**

BIR’s Health Information Technology Program fully prepares students for jobs as medical office administrative specialists, medical billers, medical coders, medical record technicians and patient financial service account representatives, among others. These careers are “expected to grow much faster than average,” according to the U.S. Department of Labor, especially for professionals with certification credentials.

**Financial Assistance**

BIR provides low tuition and no-interest payment plans. Federal and state financial aid and GI Bill benefits are available to qualified students.

**Career Assistance**

The Capstone and Career Development module provides students with a program review and job search strategies, resume writing as well as interviewing techniques.

**Externship**

An externship is part of the program and is offered at medical practices, medical billing companies, and hospitals. Externships are under the direction of the site supervisor and BIR’s Site Coordinator. Externship hours vary depending on the externship site.

**Industry Certification Preparation**

- Certified Billing and Coding Specialist
- Certified Medical Administrative Assistant

**Average Class Size**

18 students

**Support**

Additional help with math, English, and computer skills is available. Support with subject areas might be available.

**Diverse Faculty**

BIR boasts a diverse faculty with a variety of academic and professional backgrounds including medical doctors, health information managers, revenue cycle experts, and professional coders, among others.

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For information on graduation rate, median debt of graduates completing this program and other important information, visit [www.birtraining.edu/Programs/Disclosure.aspx](http://www.birtraining.edu/Programs/Disclosure.aspx)