

Employment

Medical Coding & Billing Employment Guide

JOB TITLE	DUTIES	EDUCATION / CERTIFICATION
Medical Insurance Specialist/ Medical Biller	Prepares and submits paper and electronic claims to insurance companies. Prepares and sends patients' billing statements and resolves patient billing inquiries. Processes payments from insurance companies and patients. Works in hospitals, clinics, insurance companies, among others.	Health Information Technology Training and Industry Certification in Billing
Medical Coding Specialist	Extracts and analyzes medical information from patient paper and electronic records to assign appropriate diagnostic and procedural codes for maximum reimbursement. Works in hospitals, clinics, insurance companies, among others.	Health Information Technology Training and Industry Certification in Coding
Patient Financial Services Account Specialist	Patient Financial Services Account Specialists are responsible for preparing electronic claims, completing insurance claims, and providing appropriate diagnostic and procedural codes on patient records. Works in hospitals, physicians' offices, and skilled nursing facilities..	Health Information Technology Training and Relevant Industry Certification
Medical Records & Health information Technician	Maintains patients' paper and electronic medical records. Regularly communicates with physicians and other healthcare professionals. Works in physician's offices, hospitals, ambulatory and acute care facilities.	Health Information Technology Training and Relevant Industry Certification
Medical Administrative Assistant	Responsible for front-line office functions such as appointment scheduling, call triaging, customer service, capturing patient demographics, accessing and preparing medical records. Works in physicians' offices, clinics, ambulatory and acute care facilities.	Health Information Technology Training and Relevant Industry Certification



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** Not all programs available at all campuses*



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Health Information Technology



Medical Office Administration

Medical Billing and Coding

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Some of these photos depict actual BIR students and graduates.

Health Information Technology

Health Information Technology is one of the fastest growing fields. The ever expanding healthcare industry is experiencing high demand for professionals with knowledge of medical coding, medical billing, electronic medical records maintenance and medical office administration. Many people are finding satisfying and well-paying jobs as medical office professionals.

BIR's 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.

Externship

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
- 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 records technicians and patient financial services 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.

Medical Office Administration Medical Billing and Coding 27 Credits

Full-time Program Length: 14 Months,
Part-time Program Length: 18 Months

HCP 101
Medical Terminology, Anatomy and Physiology
(4 Credits)

7 weeks

HCP 102
Diagnostic Coding: ICD9-CM
(3 Credits)
Prerequisites: HCP 101

CIT 90
Computer Productivity Tools and Keyboarding
(3 Credits)

15 weeks

HCP 103
Procedural Coding: CPT and HCPCS
(3 Credits)
Prerequisites: HCP 101

HCP 100
Medical Office Administration
(3 Credits)
Prerequisites: HCP 101

Medical Administrative Assistant Certification



7 weeks

HCP 104
Healthcare Reimbursement, Ethics and Compliance
(3 Credits)
Prerequisites: CIT 90

7 weeks

HCP 307
Health Information Technology Externship
(4 Credits)
Prerequisites: HCP 100, 102, 103, and 104

Billing and Coding Certification



15 weeks

HCP 310
HIT Capstone and Career Development
(4 Credits)
Prerequisite: HCP 307

8 weeks

Sample Schedule of a Full-time Student. Individual paths and completion times may vary.

Modules Descriptions

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 in MS 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, and speed.

HCP 100 - Medical Office Administration

Introduces students to administrative practices used in a variety of health care facilities. Students learn administrative skills, electronic and manual medical records maintenance, health insurance concepts, business writing, telephone answering techniques, cash management concepts, effective communication skills and office 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: ICD9-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 instructional notations, conventions, rules, and follow official coding guidelines when assigning ICD-9-CM codes to case studies 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 health care 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.

Program Information

Financial Assistance

BIR provides low tuition and no-interest payment plans. Federal and state financial aid and G.I. 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

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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.

Program Schedule[†]

Full-time 3-5 sessions per week (4 or more credits)	Class times
Part-time 2-3 sessions per week (3 or less credits)	Morning - 8:40 am – Noon
	Afternoon - 1:20 pm – 4:40 pm
Weekends 1-2 sessions per week	Evening - 6:00 pm – 9:20 pm
	Morning - 8:40 am – Noon
	Afternoon - Noon – 4:40 pm

* Schedule may have additional practicum hours.

† The schedule above is a sample.