## Health Information Technology Employment Guide

### Duties

**Medical Billing Specialist**
- 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.

**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.

**Patient Financial Services Account Specialist**
- PFS Account Specialists are responsible for preparing electronic claims, completing insurance claims, and providing appropriate diagnostic and procedural codes on patient records.
- Works in physician’s offices, hospitals, and skilled nursing facilities.

**Medical Records 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.

**Medical Office Administrative Specialist**
- Responsible for front-line office functions such as appointment scheduling, call triaging, customer service, capturing patient demographics, accessing and preparing medical records.
- Works in physician’s offices, clinics, ambulatory and acute care facilities.

### Skills/Education

**Skills**
- Review and update patient medical records, charges & payments. Resolve errors and address insurance claims. Enter patient demographics to insure the highest level of accuracy.
- Assign appropriate ICD-9, CPT and HCPCS code(s).
- Understanding medical coding and billing systems, regulatory requirements, auditing concepts, government payor policies and medical billing procedures.
- Understand medical-legal regulations that govern confidentiality and release of protected health information. Analyze electronic data and manage patients’ health information data.
- Understand the essentials of anatomy & physiology, healthcare coding and medical office procedures. Manage software applications and electronic transmission of medical records and correspondence.

**Education**
- Health Information Technology training and Industry Certification in Billing
- Health Information Technology training and Coding
- Health Information Technology training and Administrative Medical Assistant Certification
- Health Information Technology training and Administrative Medical Assistant Certification

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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

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**BIR**
- 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 available. BIR Training Center is a WIA approved training provider.

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- 773-866-0111 or www.birtraining.edu

**Chicago Locations**
- **Main:** 3601 W. Devon Ave., 60659
- **Loop:** 828 S. Wabash Ave., 60605
- **Belmont:** 6240 W. Belmont Ave., 60634
- **O’Hare:** 5440 N. Cumberland Ave., 60656

*Not all programs available at all locations*
Course Descriptions

CIT 102 - Computer Productivity Tools and Keyboarding
This course 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 keyboards and alpha/numeral data entry skills. The lab focuses on hand placement, accuracy, and speed.

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

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Health Information Technology

Classifications

Health Information Technology

Growth in Health Information Technology

This is an exciting time to join the Health Information Technology field, as it is one of the fastest growing fields and is expected to grow much faster over the next few years, according to the U.S. Department of Labor. The reasons for such high growth stem from the push to modernize medical records by converting them to electronic form. Health Information Technology professionals will be leading the way in making healthcare more accessible to more people, will reduce paper consumption, and help patients receive precise care.

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 businesses.

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.

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.

Industry Certification Preparation

1. NHA Certified Medical Administrative Assistant Exam
   - NHA Certified Billing and Coding Specialist Exam
     - BIR Training Center has been approved by NHA as a testing site to administer the National Certification Exam.

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, pharmaceutical doctors and licensed nurses, among others.

Academic Load

A student who earns 24 credit hours in an academic year is a full-time student.

Sample Schedule

Monday, afternoon, evening, and weekend classes available

Program Information

Career Assistance

The Career Development course provides students with a program review and job search strategies, resume writing as well as interviewing techniques. Students also have the opportunity to participate in school sponsored Career Fairs.

Externships

An externship is part of the program and is offered at medical practices, outpatient clinics, and other medical facilities where students gain hands on experience. Externships are under the direction of the site supervisor and the BIR’s site coordinator. Externship schedules and hours vary depending on the externship site.

Industry Certification Preparation

Certified Professional Coder (CPC) Specialist (NHA)
Certified Medical Administrative Assistant (NHA)

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

Average Class Size

18 students

Schedule may have additional practicum hours.