

## Health Information Technology Employment Guide

JOB TITLE	DUTIES	SKILLS/EDUCATION
<b>Medical Billing Specialist</b>	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	<p><b>SKILLS</b> Review and update patient medical records, charges &amp; payments. Resolve errors and address insurance claims. Enter patient demographics to insure the highest level of accuracy.</p> <p><b>EDUCATION</b> Health Information Technology training and Industry Certification in Billing</p>
<b>Medical Coding Specialist</b>	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.	<p><b>SKILLS</b> Assign appropriate ICD-9, CPT and HCPCS code(s). Understand medical coding and billing systems, regulatory requirements, auditing concepts, government payor policies and medical billing procedures.</p> <p><b>EDUCATION</b> Health Information Technology training Industry Certification in Coding</p>
<b>Patient Financial Services Account Specialist</b>	PFS 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.	<p><b>SKILLS</b> Manage finance and revenue cycle and insurance reimbursement. Able to assist patients and insurance companies with billing problems. Current with CPT, ICD, HCPCS and modifier changes and correct usage.</p> <p><b>EDUCATION</b> Health Information Technology training and Administrative Medical Assistant Certification</p>
<b>Medical Records Technician</b>	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.	<p><b>SKILLS</b> Understand medical-legal regulations that govern confidentiality and release of protected health information. Analyze electronic data and manage patients' health information data.</p> <p><b>EDUCATION</b> Health Information Technology training and Administrative Medical Assistant Certification</p>
<b>Medical Office Administrative Specialist</b>	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.	<p><b>SKILLS</b> Understand the essentials of anatomy &amp; physiology, healthcare coding and medical office procedures. Manage software applications and electronic transmission of medical records and correspondence.</p> <p><b>EDUCATION</b> Health Information Technology training and Administrative Medical Assistant Certification</p>

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)



— BIR Training Center is approved by the NHA as a testing site.



— BIR Training Center is an Illinois Workforce Development Partner.



— BIR Training Center is approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education. [www.ibhe.org](http://www.ibhe.org) 217.782.2551



— BIR Training Center holds regional accreditation by the North Central Association, Commission of Accreditation and School Improvement (NCA-CASI).



— BIR Training Center is accredited member of the Accrediting Council for Independent Colleges and Schools (ACICS).

## 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 available. BIR Training Center is a WIA approved training provider.

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### 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



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**BIR Training Center**  
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**HEALTH INFORMATION TECHNOLOGY**  
**Medical Office Administration**  
**Billing and Coding**



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## 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 leaders 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 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.

### 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.

## Health Information Technology

33 Credits Full-time: 20 Months

Trimester 1	<b>CIT 102</b> <b>Computer Productivity Tools &amp; Keyboarding</b> (3 Credits)	<b>ABM 100</b> <b>Mathematics and Computation Review</b> (2 Credits)	16 WEEKS
	<b>HCP 101</b> <b>Medical Terminology, Human Anatomy and Physiology</b> (4 Credits)		
Trimester 2	<b>HCP 102</b> <b>Diagnostic Coding: ICD - 9 - CM</b> (3 Credits) Prerequisites: HCP 101	<b>HCP 103</b> <b>Procedural Coding: CPT and HCPCS</b> (4 Credits) Prerequisites: HCP 101	16 WEEKS
	<b>HCP 103</b> <b>Procedural Coding: CPT and HCPCS</b> (4 Credits) Prerequisites: HCP 101		
Trimester 3	 <b>HCP 201</b> <b>Medical Office Administration</b> (4 Credits) Prerequisites: ABM 100, CIT 102, HCP 101	<b>HCP 202</b> <b>Healthcare Reimbursement, Ethics and Compliance</b> (4 Credits) Prerequisites: ABM 100, CIT 102, HCP 101	16 WEEKS
	<b>HCP 307</b> <b>Health Information Technology Externship</b> (5 Credits) Prerequisites: HCP 102, 103, 201, 202		
Trimester 5	<b>HCP 310</b> <b>HIT Career Development</b> (4 Credits) Prerequisite: HCP 307		16 WEEKS

Full-time student sample schedule. Individual paths and completion times may vary.



### Industry Certification Preparation

- 1 NHA Certified Medical Administrative Assistant Exam
  - 2 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

## 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 keyboarding and alpha/numerical data entry skills. The lab focuses on hand placement, accuracy, and speed.

### ABM 100 – Mathematics and Computation Review

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

### 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 201<sup>1</sup> – Medical Office Administration

This course teaches students to perform administrative duties practiced in a variety of healthcare facilities. Students learn administrative skills, electronic and manual medical records, maintaining medical records, health insurance concepts, telephone techniques, scheduling appointments, cash management concepts, effective communication and professionalism in the workplace.

### HCP 202 – Healthcare Reimbursement, Ethics and Compliance

This course teaches students about the healthcare revenue cycle, fundamental concepts of medical insurance, different types of government and private insurance. Students learn about reimbursement, transcription, and claim processing using both manual and electronic billing software.

### HCP 307<sup>2</sup> – 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.

### HCP 310 – HIT 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. This course includes preparation and administration of the NHA Certified Billing and Coding exam.

## 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 sites.

### Industry Certification Preparation

Certified Billing and Coding 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

### 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

Morning, afternoon, evening, and weekend classes available

Schedule may have additional practicum hours.