

Medical Billing Specialist Short Term Certificate



Graduates will be able to:

- Identify standard data and forms required for medical insurance claims
- Describe the steps in the billing process
- Prepare claims for electronic billing
- Troubleshoot a returned claim
- Code the medical information for appropriate diagnoses and charges
- Make claim adjustments and resolve non-payable claims
- Calculate deductibles

The program is designed as a full-time program, although students may proceed at their own pace and enroll in one or more daytime or evening courses per semester. Internet courses are also available for more self-paced learning. **Students must complete all of the first semester courses before moving on to the second semester courses.** Check the college catalogue or online semester schedule for a listing of course availability and prerequisites for each course.

Recommended Course Sequence

First Semester			
ENG 1010	College Composition I		3
IT 1010	Introduction to Microcomputer Applications		3
MA 1020	Medical Terminology I		3
MATH 1060	Survey of Mathematics		3
			Subtotal 12
Second Semester			
HIM 1120	Medical Billing Practices		3
HIM 1111	Coding for the Physician Office		3
HIM 1311	Legal Aspects of Health Care		3
MA 2010	Medical Terminology II		2
			Subtotal 11

Completion Requirements

To qualify for the Competency Award as a Medical Insurance Claims Processor, the following criteria must be met:

1. All of the above courses must be completed or transferred with a minimum of a "C" grade.
2. Written documentation verifying completion of all coursework is submitted to Health Careers Enrollment Center. Contact a Tri-C counselor to provide a signed printout of the completed coursework (AGIS report).
3. The Competency Award Certificate will be mailed to you by the Health Information Management Department upon verification of successful completion of all academic coursework.

Medical Billing Specialist Short Term Certificate



The Medical Billing Specialist program is a **Short Term Certificate** program established to prepare students for employment in physician's offices, medical insurance companies, and outpatient billing services.

A medical billing specialist provides patient billing services for medical doctors, dentists, physical therapists and other health care providers. The medical billing specialist is knowledgeable in ICD-9, CPT4 and HCPCS Coding, Medical Terminology, Insurance claims and billing, appeals and denials, fraud and abuse, HIPAA, OIG Compliance, information and web technology, reimbursement, and much more.

Medical billing is a vital part of all healthcare facilities and is considered one of the fastest-growing professions of the 21st century. Medical claims and patient billing are the heart of any medical practice. Steady financial receivables are what keep a business running. There will always be a need for medical services; therefore, medical billing services will always be in high demand.

Trained medical billing specialists process and transmit completed claims, via computer modem, to a central clearinghouse. Claims are audited and forwarded for payment to thousands of commercial, private and government healthcare plans. Government regulations, increasing wages and competition are forcing all areas of medical practices to cut costs while maintaining the highest level of quality care to their patients. The expedient processing of the health insurance claim form to receive maximum reimbursement is the goal of a medical billing specialist.

As a result, medical billing can be a great career opportunity for you. Your potential growth is limited only by how much effort you invest. Potential employers are numerous. There are more than one million health care providers, and that number continues to grow.

Certification is not required to become a medical billing specialist. The program at Tri-C will give you the knowledge you will need to earn recognition with your skills. Once you have established yourself in the profession, you may seek professional certification with one of several associations. However, this certification is not needed to pursue your career. One such example of certification is the Certified Medical Reimbursement Specialist (CMRS). The CMRS designation is awarded by the Certifying Board of the American Medical Billing Association. These credentials are voluntary in that the federal government does not require a medical billing specialist to be certified in order to practice medical billing.

***For more information contact Kathy Loflin, Program Manager,
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