

Michigan Career and Technical Institute – East Medical Billing & Coding Specialist

Course Description

The Medical Coding & Billing program is 9 weeks consisting of 95 hours of training. Students will receive their Certificate of Training after completion of the program and are scheduled to take the National Exam for Certification.

The program includes: Career role and responsibilities, Role of the insurance specialist, Basics of Health Insurance, Medical Documentation, Diagnostic and Procedural Coding, Claim Forms, Electronic Data interchange, Basics of Anatomy & Physiology, Problem solving, Collection strategies, Hospital Billing, Workers Comp Billing, Inpatient/Outpatient Billing, Long Term Care Billing, HIPAA Compliance, Medical Terminology.

Application Requirements

Acceptance in MCTI East program; 4th grade reading/math level. **Must** be a High School Graduate.

Job Outlook

Employment is expected to grow much faster than the average. Graduates with a strong understanding of technology and computer software will be in particularly high demand. Specialist can work at a number of healthcare providers such as offices of physicians, nursing care facilities, outpatient care centers, and home healthcare services. Technicians also may be employed outside of healthcare facilities, such as in Federal Government agencies. Average salary in Michigan is \$39,475.

What is a Medical Billing & Coding Specialist?

Medical billing and coding specialists are the health care professionals responsible for processing patient data such as treatment records and related insurance information. Medical insurance biller and coders are tasked with coding a patient's diagnosis along with a request for payments from the patient's insurance company. The healthcare industry is highly dependent on skilled and qualified medical insurance billers and coders to accurately record, register and keep track of each patient's account.

What will my skills be upon completion?

- Explain insurance company claim processes
- Know the process for obtaining authorization for treatment by a health care specialist
- Code diagnosis and procedures
- List categories eligible for Medicare coverage
- List and define types of insurance programs that are primary to Medicare
- Know the Medicare Federal Guidelines
- Understand medical terminology, anatomy and physiology
- Demonstrate a basic understanding of today's medical office
- Demonstrate how to build a patient file, post entries, set appointments, practice management and generate reports

MCTI EAST

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Work Keys

1. Reading for Information Work-Keys Level 4.
2. Applied Mathematics Work-Keys Level 3.

CASAS Scaled Score

1. Reading 226 – 235
2. Math 216 – 225

Temperament

1. Performs a VARIETY (V) of tasks.
2. Enjoys working with PEOPLE (P) in job situations.
3. Ability to prioritize and working UNDER (U) specific instructions