

# BUSINESS TECHNOLOGIES: MEDICAL INSURANCE BILLING/ELECTRONIC HEALTH RECORDS/ MEDICAL BILLING/INPATIENT AND OUTPATIENT CODER

**PROGRAM DESCRIPTION:**

See individual Program descriptions on the next page for detailed academic preparation information.

**CAREER AT A GLANCE:**

### HOW DO I KNOW IF THIS MAJOR IS FOR ME?

- You like working with diverse groups of people
- You are comfortable answering and communicating information over the telephone
- You like using a computer to do your work
- You are good at keeping records
- You are comfortable sharing information with others
- You like set procedures and routines
- You like to work with data and details
- You enjoy providing support to others and to a team

*Use **Focus2Career** on your **MyChaffey** portal to learn more about careers and majors that fit you best.*

### WHERE CAN I WORK?

Hospitals	Medical Facilities
Insurance Companies	Dental Offices
Educational Institutions	Government Agencies
Small Businesses	Legal Services
Non-Profit Organizations	City/County Offices

*For more information visit: [www.labormarketinfo.edd.ca.gov/OccGuides](http://www.labormarketinfo.edd.ca.gov/OccGuides)*

### HOW DO I GET STARTED?

- Start taking introductory business technology courses
- Apply for entry level positions in reception, data entry, or customer service with employers where you would like to promote
- Update resume to include technology, office and software proficiencies
- Practice interpersonal skills
- Emphasis leadership and planning skills on resume and during interviews

### WHAT CAN I DO WITH THIS CERTIFICATE?

<i>Position Title</i>	<i>CA Median Salary</i>
Medical Records Coder	\$45,060
Health Information Clerk	\$45,060
Medical Records Clerk	\$45,060
Medical Office Assistant	\$34,650
Record Technician	\$45,060
Medical Office Secretary	\$39,050
Health Office Clerk	\$45,060
Office Clerk	\$33,900
Office Assistant	\$33,900
Medical Biller	\$45,060
Eligibility Interviewer	\$49,560
Health Information Technician	\$45,060

### WHAT CAN I DO WITH HIGHER EDUCATION AND ADDITIONAL TRAINING?

<i>Position Title</i>	<i>CA Median Salary</i>
Health Services Manager	\$113,790
Program Manager	\$99,400
Health Information Director	\$113,790
Operations Manager	\$111,390
Human Resource Specialist	\$69,180

*For more information about careers, education and training requirements, salary data, and job outlooks visit [www.onetonline.org](http://www.onetonline.org).*

## BUSINESS TECHNOLOGIES: MEDICAL INSURANCE BILLING SPECIALIST/ELECTRONIC HEALTH RECORDS/ MEDICAL BILLER SPECIALIST/INPATIENT AND OUTPATIENT CODER

### MAJOR AND COURSE REQUIREMENTS:

**LEGEND:** G=Grade IP=In Progress N=Need **Bold: Prerequisites** Plain Text: No Prerequisites

The Medical Insurance Billing Certificate offers a study of the medical front office, including office procedures, medical law and ethics, scheduling appointments and surgeries, billing and collection, records management, and physical coding for insurance billing.

#### *Requirements for the Medical Insurance Billing Specialist Certificate: (L329)*

		Grade	IP	Need	Units
BIOL 30	Beginning Medical Terminology				3
BUSTEC 40B	Computer Keyboarding: Speed and Accuracy Development				3
BUSTEC 60A	Microsoft Office Word-Specialist				3
<b>BUSTECM 408</b>	<b>Coding of Body Systems for Medical Billing and Coding</b>				<b>3</b>
<b>BUSTECM 410</b>	<b>CPT Current Procedural Terminology</b>				<b>3</b>
<b>BUSTECM 420</b>	<b>Basic ICD-10-CM Coding</b>				<b>3</b>
<b>BUSTECM 430</b>	<b>Intermediate Level ICD-10-CM, ICD-10-PCS Coding</b>				<b>3</b>
<b>BUSTECM 440</b>	<b>Medical Billing, Reimbursement, and Compliance</b>				<b>3</b>
BUSTECM 475	Medical Office Procedures				3

Student Name: \_\_\_\_\_

ID#: \_\_\_\_\_

Date: \_\_\_\_\_

Counselor: \_\_\_\_\_

#### *Plus three units from the following:*

		Grade	IP	Need	Units
BUSTEC 50	Filing and Records Management				3
BUSTEC 61	Microsoft Office PowerPoint				1.5
BUSTEC 62	Microsoft Office Outlook				1.5
BUSTEC 63	Microsoft Office Excel—Comprehensive				3
BUSTEC 64	Microsoft Office Access—Comprehensive				3
BUSTEC 452	Administrative Financial Bookkeeping				3
BUSTEC 455	Fundamentals of English for Business				3
BUSTEC 471	Administrative Office Management				3

**Plus a minimum keyboarding speed of 35 wam for five minutes verified by the Business and Applied Technology Department Proficiency Certificate.**

An Electronic Health Record (EHR) is an electronic version of a patient's medical history that is maintained by the health provider over time, and may include all of the key administrative clinical data relevant to that person's care.

#### *Requirements for the Electronic Health Records Specialist Certificate: (E360)*

		Grade	IP	Need	Units
BUSTEC 40B	Computer Keyboarding: Speed and Accuracy Development				3
BUSTEC 63	Microsoft Office Excel—Comprehensive				3
BUSTEC 400	Job Search and Interviewing Techniques				1.5
BUSTECM 408	Coding of Body Systems for Medical Billing and Coding				3
BUSTECM 475	Medical Office Procedures				3

All courses required for a certificate must be completed with a minimum grade of C.

### COUNSELOR NOTES:

\$46 per unit for CA Residents

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This certificate is intended for those who wish to work with the medical billing component in a medical office, and not the medical coding which is required of a medical insurance billing specialist. The main responsibilities of a medical biller are to understand each individual's responsibility for payment as they may differ from patient to patient, evaluate and analyze insurance coverage and medical charges, prepare accurate billing forms, and collect accurate payments from insurance plans and/or individual patients.

<i>Requirements for the Medical Biller Specialist Certificate: (E338)</i>		Grade	IP	Need	Units
BIOL 30	Beginning Medical Terminology				3
BUSTEC 62	Microsoft Office Outlook				1.5
<b>BUSTECM 408</b>	<b>Coding of Body Systems for Medical Billing and Coding</b>				<b>3</b>
<b>BUSTECM 410</b>	<b>CPT Current Procedural Terminology</b>				<b>3</b>
<b>BUSTECM 420</b>	<b>Basic ICD-10-CM Coding</b>				<b>3</b>
<b>BUSTECM 440</b>	<b>Medical Billing, Reimbursement, and Compliance</b>				<b>3</b>

An inpatient hospital coder assigns codes to medical diagnoses and treatments for inpatient facilities. Inpatient facilities are medical facilities that accommodate patients that need more extensive care, usually involving stay over 24 hours or overnight stays. Hospitals are the most common types of inpatient facilities, but others can include nursing homes and rehabilitation centers.

<i>Requirements for the Inpatient Medical Coder Specialist Certificate: (L220)</i>		Grade	IP	Need	Units
BIOL 30	Beginning Medical Terminology				3
BUSTEC 62	Microsoft Office Outlook				1.5
BUSTEC 63	Microsoft Office Excel-Comprehensive				3
BUSTEC 400	Job Search and Interviewing Techniques				1.5
<b>BUSTECM 408</b>	<b>Coding of Body Systems for Medical Billing and Coding</b>				<b>3</b>
<b>BUSTECM 420</b>	<b>Basic ICD-10-CM Coding</b>				<b>3</b>
<b>BUSTECM 430</b>	<b>Intermediate Level ICD-10-CM, ICD-10-PCS Coding</b>				<b>3</b>

Outpatient coders are a similar but distinct job from inpatient coders. Outpatient medical coders are responsible for accurately assigning medical codes for diagnoses and services performed in outpatient setting like same day surgeries, physical therapy, diagnostic testing, and chemotherapy.

<i>Requirements for the Outpatient Medical Coder Specialist Certificate: (L221)</i>		Grade	IP	Need	Units
BIOL 30	Beginning Medical Terminology				3
BUSTEC 40A	Beginning Computer Keyboarding				3
BUSTEC 62	Microsoft Office Outlook				1.5
BUSTEC 400	Job Search and Interviewing Techniques				1.5
<b>BUSTECM 408</b>	<b>Coding of Body Systems for Medical Billing and Coding</b>				<b>3</b>
<b>BUSTECM 410</b>	<b>CPT Current Procedural Terminology</b>				<b>3</b>
<b>BUSTECM 420</b>	<b>Basic ICD-10-CM Coding</b>				<b>3</b>

All courses required for a certificate must be completed with a minimum grade of C.