This program is designed for healthcare clinical professionals, billing and coding professionals, office staff/managers, and those interested in the business aspect of healthcare. Students will be introduced to a basic understanding of the classification systems for diagnostic and procedural coding for later submission of insurance claims and clinical data reporting. Special emphasis will be placed on coding guidelines (ICD-10 CM/PCS and CPT-4).

At the end of this program, students without previous healthcare professional experience will have the skills needed to obtain entry-level positions in small medical offices and Health Information Management (HIM)/billing departments in larger medical facilities. Contrastingly, for professionals already serving in the health field, this course will provide essential skills to advance their careers into the different niches of Health Information Management (HIM) through learning the language of medical billing and coding.

**AREAS OF STUDY INCLUDE**

- General understanding of revenue cycle, HIPAA, and third-party payer and governmental compliance
- Understanding of Reporting Guidelines for Outpatient and Inpatient Services
- Avid Medical Coding Accuracy
- Understanding of multiple applications of Medical Coding knowledge
  - Basic knowledge of Internal Classification of Diseases (ICD-10-CM)
  - Basic knowledge of CPT-4 and HCPCS Coding
  - Procedure Coding System (ICD-10-PCS)
- Correct usage of modifiers for procedural coding
The national median salary for medical records technicians and health information technicians as of 2017 was $39,180. However, salary data suggests that medical billers and coders who have earned additional credentials could have greater earning power.

Depends on location and experience. Detailed information may be found at www.bls.gov.

| EMPLOYERS: | PREREQUISITES:
| --- | ---
| • Hospital | • At least 18 years of age
| • Physician Office/ Clinic | • High school diploma or G.E.D
| • Government Agency | • Proficiency in English (reading, writing & speaking skills)
| • Long Term Care Facility | • Have hand-to-eye coordination and finger agility
| • Self-Employed | • Have a suitable vision (normal or corrected)
| • Medical Billing Company | • Basic computer skills
| • Insurance Company | • Daily access to reliable internet and laptop (preferred) or tablet
| • Home Healthcare Provider | • Recommended Prerequisites
| | • Basic medical terminology
| | • Basic anatomy and physiology

After successful completion of the program, students are eligible to take any ONE of the THREE following exams administered by the AHIMA, AAPC and NHA boards.

• Certified Coding Associate (CCA) by AHIMA (www.ahima.org)
• Certified Professional Coder (CPC) by AAPC (www.aapc.com)
• Billing and Coding Specialist Certification (CBCS) by NHA (www.nhanow.com)