



Medical Billing Specialist:

Certificate Code: 5586

This certificate is offered at the Quad-Cities Campus.

Description

The Medical Billing Specialist Certificate prepares students for employment in the health care information management area. This certificate enables the student to be employed by hospital billing departments, physicians' offices, health care clinics, emergency care clinics, chiropractic offices, psychiatric clinics, health insurance companies, and HMO offices.

The Medical Billing Specialist will work in jobs that require the knowledge of insurance basics; insurance claims; specific health care insurance carrier's expectations; strong data entry skills; team working experience with medical coders, medical transcriptionists and others on the health care team; medical terminology; law, liability and medical ethics when working in the healthcare information management area; Internet medical billing opportunities; computer keyboarding with knowledge of Windows, Medical Manager billing software, and the ability to communicate effectively – both oral and written – with carriers and their representatives and patients.

To deliver these special skills in this program, this curriculum provides both classroom instruction and hands-on experience in the form of an internship.

Primarily, the Medical Billing Specialist job includes accounts receivable work, posting receipts, verifying and pre-certifying insurance, follow-up on insurance claims, customer service, medical bill review, handling all assigned claims to conclusion, working with insureds and doctors to arrange settlement, computer work on windows-based programs including Medical Manager software, and collections.

Many physicians' offices require that the Medical Billing Specialist have some crossover duties with the receptionist or medical secretary - accepting the duties of scheduling appointments, answering phones, picking up customer information from the hospital, coordination of in-patient and out-patient coding activities, solving and correcting errors in billing, and physician scheduling.

FIRST SEMESTER		SEM. HR.	THIRD SEMESTER		SEM. HR.
BE 141	Beginning Keyboarding OR Proficiency	3	HIM 254	Law, Liability and Medical Ethics	3
BIOL 150	Medical Terminology	3	BE 261	Seminar	1
BE 110	Data Entry	2	BE 265	Internship	3
BE 100	Orientation to Work Environment	2	Elective		<u>3</u>
HIM 156	Introduction to Health Insurance	<u>3</u>		Semester Total	10
	Semester Total	13		Minimum total hours required for certificate	39
SECOND SEMESTER		SEM. HR.	Suggested Electives:		
BE 180	Business Communications	4	HIM 257	Procedure and Diagnosis Coding I	
HIM 200	Advanced Medical Terminology	3	HIM 148	Beginning Medical Transcription	
HIM 251	Medical Office Procedures	3			
HIM 249	Management of Health Information	3			
HIM 255	Medical Manager	<u>3</u>			
	Semester Total	16			

Innovative Delivery of Coursework

Courses in this program will be offered as on-line, independent study, or traditional hands-on classroom format. If a student has background in one area, an option is available to test out of the class (proficiency) or to show proficiency by presenting a portfolio for the department advisor. (See department chair or listed names of contacts for option.)

Evening classwork is scheduled for this program; most likely a student would be able to take 2 classes in either a Monday-Wednesday time-slot or a Tuesday-Thursday time-slot. Employees who are presently working in the health care field will find the times of classes to be advantageous to them.

Admission Requirements

High School graduate or equivalent. Those students who have already been successful in formal training in MS Windows applications (perhaps 1-year high school courses with a grade of B or better) may proficiency test out of some of the coursework designed for this particular certificate.

Desirable Background

- Students should be interested in medical services, data entry, computers, and problem solving.
- Students should possess strong communication skills—working with insurance carriers and patients.
- Anyone who has previous work experience with hospitals, physician's offices, or insurance claim adjusting would have an edge in this type of college program. Ideal career opportunity for retired nurses, medical transcriptionists, or other medical personnel who are looking for a career change.
- Anyone who already knows medical terminology would have an advantage when taking this coursework.

Faculty

College professors in the Computer Information Technology Department, Biology Department, and adjunct faculty who are experienced Medical Coders, Transcriptionists, and Medical Billing personnel.

Enrollment

Enrollment for summer and fall semesters begins in April. Enrollment for spring semester begins in November. Students are encouraged to seek advisement from an instructor in the Computer Information Technology Department. Instructors will be able to assess any proficiency classwork the student has already had previous to enrollment. Contact people are listed below.

Employment Opportunities

OIS data verifies that from 2000-2008, there will be a 37.5% increase nationwide in jobs for Medical Information Technology people—Medical Coders, Medical Billing personnel, and Medical Transcriptionists. This work is also classified as Medical Record Technician work.

Employers are looking to hire the specialist who can work in their offices. Coding opportunities are now available from a home office with internet access so work can be accessed from all over the country and locally from hospitals and clinics. This could be an opportunity for those who would like an at-home business.

Facilities

Black Hawk College's classrooms are modern and well equipped to meet the instructional needs of students.

Additional Sources of Information

Vashti Berry

Recruiter – Marketing Department

Black Hawk College Quad-Cities Campus

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Angela Heckman

Recruiter – Marketing Department

Black Hawk College East Campus

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Assistant Professor, Lead Instructor

Health Information Management

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Carole Podlashes

Professor,

Computer Information Technology Department

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Black Hawk College East Campus

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Black Hawk College Quad-Cities Campus

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Black Hawk College will make all educational and personnel decisions without regard to race, color, religion, gender, sexual orientation, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, or status as a disabled veteran or Vietnam era veteran, except as specifically exempted by law.

If you need accommodations due to a disability, please contact the Coordinator of Student Accommodations at (309) 796-5949 or (TTY) 796-5903.

Students, faculty, and staff at Black Hawk College participate in a variety of activities designed to assess and improve students and to bring about institutional change. Examples of such activities may include placement testing, surveys, collecting random samples of student work, exit testing, and portfolio evaluation.