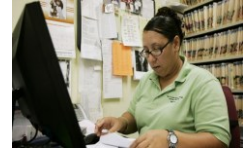




**Extended Studies & Workforce Education Division  
Norwalk Community College  
Medical Billing & Reimbursement Specialist  
Certificate Program**



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The Medical Billing & Reimbursement Specialist Certificate Program consists of three courses that will prepare students for an interesting career as a Medical Billing professional.

<u>Course</u>	<u>Total Hours</u>	<u>Total Sessions</u>	<u>Tuition*</u>	<u>Textbook</u>
1. Medical Terminology	45	15	\$599	Additional Fee
2. Medical Insurance & Billing	45	15	\$599	Additional Fee
3. Medical Coding	45	15	\$599	Additional Fee

\*Tuition subject to change.

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Entrance Requirements:

High school diploma or GED is required at time of registration.

Course Descriptions

Medical Terminology

This course is a comprehensive study of the technical language of medicine through word construction. Students will learn the anatomic and clinical medical terms, anatomy and physiology, pathophysiology, diagnostic testing, and pharmacological agents pertaining to each body system. This course will give the Billing and Reimbursement Specialist a solid foundation to function effectively in a business office of a health care facility.

Medical Insurance & Billing

This course discusses medical insurance and billing as it relates to the effective management of ambulatory care offices. It provides entry level skill practice in scheduling appointments, pre-authorization of surgery, verification of insurance, organization of medical records, billing and bookkeeping. The course acquaints the student with the major medical insurance programs and issues related to health care today including HIPAA, electronic medical records and health care reform. It is designed to offer practical skills necessary to become a successful administrative professional in the medical office.

Co-requisite: Medical Terminology.

## Medical Coding

This course encompasses most aspects of fundamentals of the Official Coding and Reporting Guidelines used by providers to facilitate payment of health services. Students access the Internet to research and apply coding concepts and conventions of ICD-9 and CPT-4 coding as they review actual medical records. A hands-on experience is provided with a current medical practice management software application.

Prerequisite: Medical Terminology and Medical Insurance & Billing.

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*Please refer to the Extended Studies & Workforce Education current catalog for course specifics (tuition, start date, class time slot and location).*

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### ***Employment Related Information***

- Medical Billing & Reimbursement Specialists will primarily find their role coding and entering patient data at a medical office, hospital, or third-party service such as a medical insurer.
- Job Search Keywords

HIM code 2, medical biller, collector, professional billing, certified coder, medical billing specialist, medical reimbursement specialist, billing representative

- O\*NET: A tool for career exploration and job analysis!

O\*NET OnLine has detailed descriptions of the world of work for use by job seekers, workforce development and HR professionals, students, researchers, and more! <https://www.onetonline.org/>  
Type in Medical Billing & Reimbursement Specialist in "Keyword or O\*NET-SOC Code"

Date Created: 7/31/15

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