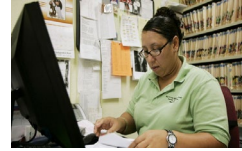




Norwalk Community College
Continuing Education & Workforce Development
Medical Billing & Reimbursement Specialist
Certificate



The Medical Billing & Reimbursement Specialist Certificate Program consists of three courses that will prepare students for an interesting career as a Medical Billing professional. Upon successful completion of required courses, students will be able to understand and facilitate the necessary steps for processing health insurance claims. Student will receive a certificate of completion upon successfully meeting program requirements.

<u>Course</u>	<u>Duration</u>	<u>Tuition*</u>	<u>Textbook</u>
1. Medical Terminology**	One Semester	\$599	Additional Fee
2. Medical Insurance & Billing**	One Semester	\$599	Additional Fee
3. Medical Coding**	One Semester	\$599	Additional Fee

*Tuition subject to change.

**This course is also available as a Credit Division class. Tuition may vary.

Entrance Requirements:

High school diploma or equivalent: Students must submit a copy of the document to the instructor on the first day of the first program module.

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 provide students with a solid foundation to function effectively in health care facility business office.

Medical Insurance & Billing

This course discusses medical insurance and billing as it relates to the effective management of health care offices. It provides entry-level skill practice in scheduling appointments, pre-authorization of surgery, verification of insurance, organization of medical records, billing, bookkeeping and will acquaint students 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 the practical skill training necessary to become a successful medical office administrative professional.

Medical Coding

This course encompasses most fundamental aspects of the Official Coding and Reporting Guidelines used by providers to facilitate payment of health services. Students will access the internet to research and apply coding concepts and conventions of ICD-10 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.

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

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

Date Updated: 11/5/21