



Medical Coding and Billing Program Information

# Find Your Place in Medical Coding and Billing



## Top 3 Reasons to Become a Medical Coding and Billing Specialist:

- ✓ Secure career in a growing industry
- ✓ Steady income and benefits
- ✓ Room for real advancement

### A SECURE CAREER

In today's economic environment, job security and a steady income are crucial. Healthcare, America's largest industry, with more than 14 million jobs, accounts for 7 of the 20 fastest growing occupations, and before 2016 healthcare will generate 3 million new jobs—more than any other industry (Bureau of Labor Statistics, 2006). Due to a shortage of qualified medical coding and billing specialists, employers often offer benefits such as increased salaries, sign-on bonuses, and remote coding opportunities.

### INDUSTRY GROWTH AND OPPORTUNITIES

An expanding healthcare system and constantly changing regulations have created a thriving industry for medical coders and billers. The U.S. Department of Labor predicts that the Medical Coding and Billing field will increase by 18 percent through 2016, which is a higher rate of growth than the average for other occupations.

### PROFESSIONAL JOB SATISFACTION

Healthcare is always at the cutting edge of innovation. Every year new surgical techniques, treatments, and technologies appear on the healthcare stage. You become part of increasing the quality of life, patient care, and longevity. Medical coding and billing professionals can expect an average salary range of \$25,000 to \$40,000 (study by AHIMA).

### THE VITAL ROLE OF A MEDICAL CODER

Medical coders translate a patient's medical record into nationally standardized numeric codes used in billing patients and third-party payers, such as insurance companies and Medicare. All healthcare facilities and a variety of related businesses employ medical coders, creating an array of potential workplaces for the professional coder seeking employment.

### THE ADDED BENEFIT OF BILLING

Many smaller clinics and offices combine their coding and billing positions, and an increased understanding of billing procedures and processes makes our graduates highly marketable and employable.

### HOW TO BECOME A MEDICAL CODING AND BILLING PROFESSIONAL

Employers within the medical coding and billing field are looking for qualified, well-trained candidates. The Medical Coding and Billing program prepares students for outpatient coding positions, as well as certification exams from both the American Health Information Management Association (AHIMA) and the American Academy of Procedural Coders (AAPC).



## What you get with the Coding and Billing Program

### ONLINE TRAINING

Our program is offered entirely online, so you'll have 24/7 access to all the program materials, which means you can train for an exciting new career in your pajamas or on your lunch break, whenever and wherever it's convenient for you. The training program is designed to be completed in 640 hours, or about four months for full-time students, but you get to work at your own pace.

The program gives you coding and billing training that cannot be found in traditional texts or classrooms. You'll find interactive learning tools, including the student forum and chat room, games, skill assessments, hundreds of exercises that simulate the professional coding experience, instantaneous feedback, and an online grade book, so you'll be able to easily chart your progress.

### STUDENT AND TECHNICAL SUPPORT



Enrolling in the program provides you with support teams dedicated to your success, and they are easy to reach and quick to respond. The student support team has professional experience working in the healthcare industry as medical coding and billing specialists, managers, and instructors. The technical support team will help you with any technical or computer issues you may encounter within the program.

### CERTIFICATION TRAINING

The Medical Coding and Billing curriculum is designed to prepare you to pass AHIMA's CCA certification exam and AAPC's CPC and CPC-H certification exams. As an AHIMA or AAPC certified coder, your skills will be in high demand. Career Step's graduates have a significantly higher pass rate for these national examinations.

Though certification makes you more marketable, you don't have to wait until you've passed a certification exam to start looking for a job. Enrolling in the platinum program offers job placement services to help graduates successfully secure employment.

### SUPPORT MATERIALS

Included with your enrollment in the Medical Coding and Billing program are the following resources:

- Dorlands Medical Dictionary
- Merck Manual of Medical Information
- Saunderson's Nursing Drug Handbook
- ICD-9-CM Manual
- Physician's Current Procedural Terminology Manual (CPT)
- HCPCS Level II Expert



### What you'll be learning in the Coding and Billing Program:

- Technology and the Medical Professional
- Learning and Mastering Medical Technology
- Documentation, Confidentiality and Ethics
- Evolution of Coding in the Healthcare Environment
- Healthcare Structure and Organization
- Anatomy, Pathophysiology and Disease Processes
- Exploring Pharmacology
- Medical Record Content
- Diagnostic Coding with ICD-9-CM
- Exploring Healthcare Reimbursement
- Medical Procedural Coding
- Skill Building for Outpatient Coding

# Tools for an unparalleled learning experience



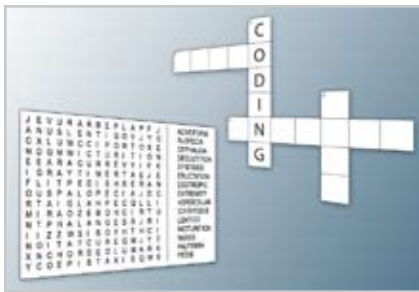
**Intuitive Navigation** – Simple, intuitive navigation is quick and easy to learn, so you'll be able to start making real progress from day one.



**Images** – Photos, illustrations, as well as many coding and billing specific forms, documents, charts, and references enhance your learning experience.



**Exercises** – Coursework contains hundreds of exercises that simulate the professional coding and billing experience and give you a chance to stop and reflect on your progress.



**Games** – The program has crossword puzzles, word searches, and flash cards, so you learn important terminology, concepts, and definitions while having fun!



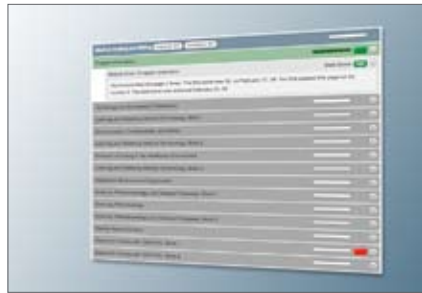
**Coding and Billing Tools** – Students will practice coding and billing procedures on hundreds of authentic medical records using real-world resources.



**Coding and Billing Resources** – You'll receive industry standard ICD-9-CM, CPT, and HCPCS code books and get extensive, real-world experience using them.



**Enhanced Security** – The online program offers built-in tools to help you monitor account access and safeguard your private information.



**Grade Book** – Chart your progress and see results from all exercises and tests.



**Study Planner** – You'll be able to set and track study goals to help you quickly progress.