

Medical Billing Specialist Certificate

GENERAL INFORMATION

Medical Billing Specialists employ proper record keeping, billing and coding techniques, and computer skills to ensure that healthcare providers and/or patients receive accurate and timely reimbursement from medical insurance companies. Students will be trained to monitor patient accounts through insurance billing and third party payers such as Medicaid, Medicare, Tricare, and Workers' Comp.

Completion of the Medical Billing Specialist certificate helps students develop computer literacy in Microsoft Office software, medical terminology, insurance reimbursement, front office registration, and ethical decision-making skills. Employment opportunities for trained medical billing specialists are expected to experience faster than average growth. Employment is generally found in health-related office environments such as physician's offices, hospitals, clinics, group medical practices, and other medical-care facilities.

Anyone with a felony conviction should reconsider the program choice because a conviction could prevent employment in the medical field.

The certificate is offered online with most classes also being offered on campus. Every course is not offered each quarter, so please consult the class schedule and a program advisor to plan course selection. Students entering the program should have basic keyboarding and basic math skills. Eligibility for Math 80 or higher is required. Students entering the program without basic keyboarding skills should take BT100.

PROGRAM ADVISORS

It is essential to meet with a program advisor and maintain the certificate or degree checklist while at Everett Community College. Contact Kathy Kneifel, 425.388.9155, kkneifel@everettcc.edu, OLY 125, to help you create your Degree Audit Plan. If no answer, call the division office at 425. 388.9243.

RELATED PROGRAMS

EvCC's Business Technology Department offers a variety of programs for students interested in preparing for the medical business office environment. Please consult other curriculum guides for these programs:

- Medical Administrative Support (73 credits)
- Medical Receptionist (43 credits)
- Medical Coding (44 credits)
- Medical Transcription and Editing (43 credits)
- Business Technology (90 credit ATA Degree)

GETTING STARTED AT EVCC

Enrollment Services provides information about application, orientation and registration for new and continuing students; contact Enrollment Services, Parks, Room 201, 425.388.9219, admissions@everettcc.edu. New students requiring advising should contact the Advising Center, Rainier Hall, Room 104, 425.388.9339, www.everettcc.edu/advising.

APPLYING FOR GRADUATION

Two quarters before expected completion, the certificate/degree checklist should be submitted with a diploma application to the Enrollment Services Office. A full description of the college requirements for earning a certificate or degree is contained in the college catalog.

Approved May 25, 2017 Instructional Council

For information about graduation rates, the median debt of students who complete the program, and other important information, please visit the EvCC web site at www.everettcc.edu/gainfulemployment. Everett Community College does not discriminate on the basis of race, color, religious belief, sex, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, genetic information, veteran status, or age in its programs, activities, or employment. The Chief Diversity and Equity Officer has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, or by phone at 425-388-9979. This publication is effective **JUNE 2017**. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Nothing contained herein shall be construed to create any offer to contract or any contractual rights. For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, www.everettcc.edu

BUSINESS TECHNOLOGY MEDICAL BILLING SPECIALIST CERTIFICATE



Must earn a C grade (2.0) or better in all required courses. Courses may be subject to prerequisites. Check online at <http://www.everettcc.edu/catalog/>

BUSINESS TECHNOLOGY MEDICAL BILLING SPECIALIST CERTIFICATE (42 CREDITS)					
Course	Course Title	Credits	Grade	Quarter	Year
<input type="checkbox"/> Eligible for Math 80					
CL 101	Computer Literacy	5			
HLTH 100	Medical Terminology	5			
HLTH 102	Applied A&P	5			
MC 145	Coding with ICD-10-CM/PCS (PR: HLTH 100, HLTH 102)	6			
BT 181D	Diversity in Law and Ethics for Health Occupations	5			
BT 180	Principles of Medical Insurance	5			
MC 150	Principles of Procedural Coding (PR: MC145)	6			
BT 182	Electronic Health Records for the Front Office (PR: BT180 and CL101)	5			

Students who have earned the Medical Coding certificate from EvCC, can take the following classes to also earn the Medical Billing Specialist certificate

Course	Course Title	Credits	Grade	Quarter	Year
<input type="checkbox"/> Eligible for Math 80					
<input type="checkbox"/> Completion of Medical Coding Certificate					
CL 101	Computer Literacy	5			
BT 181D	Diversity in Law and Ethics for Health Occupations	5			
BT 180	Principles of Medical Insurance	5			
BT 182	Electronic Health Records for the Front Office (PR: BT 180 and CL 101)	5			

With verifiable evidence of previously acquired skills, waivers may be granted; they can only be granted by the program advisor listed in this curriculum guide. Waivers do not reduce the number of credits required. Should a class be waived, a class from the list of electives can be used to meet the required certificate credits.

Program Electives

ACCT 110	Small Business Accounting	BT 252	Internship
BT 162	Job Search & Professional Development	BUS 165	Service Essentials
BT 219	Word	BUS 130	Business Computations
BT 242	Excel	HLTH 130	Disease and Pathology
BT 240	Access	HDEV 155	Human Relations in the Workplace