

# 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 076 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](mailto: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 (71 credits)
- Medical Receptionist (41 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](mailto:admissions@everettcc.edu). New students requiring advising should contact the Advising Center, Rainier Hall, Room 104, 425.388.9339, [www.everettcc.edu/advising](http://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. The degree application can be found at <https://www.everettcc.edu/students/sa/graduation/application/index.cfm?mode=login>

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](http://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 XXXXX. 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](http://www.everettcc.edu)

## BUSINESS TECHNOLOGY MEDICAL BILLING SPECIALIST CERTIFICATE



The Medical Billing Specialist certificate is a tuition-based program. Out-of-state tuition may apply to students living outside Washington State.

Students must earn a C or higher in all required courses. A class earning a C- or lower will need to be repeated. Courses with (PR) are subject to a prerequisite/

**CL101, Computer Literacy, is a prerequisite to BT182.**

BUSINESS TECHNOLOGY MEDICAL BILLING SPECIALIST CERTIFICATE (35-39 CREDITS)					
Course	Course Title	Credits	Grade	Quarter	Year
<input type="checkbox"/> Eligible for MATH 076					
MC 103	Introduction to Medical Coding and Billing	2			
HLTH 100 or MC 120	Medical Terminology (5 credits) or Healthcare Vocabulary (3 credits)	3-5			
HLTH 102 or MC 137	Applied A&P (5 credits) or Structure and Function of the Human Body (3 credits)	3-5			
MC 146	Diagnosis Coding with ICD-10-CM (PR)	7			
MC151	Principles of CPT and HCPCS Coding (PR)	7			
BT 181D	Diversity in Law and Ethics for Health Occupations	5			
BT 180	Principles of Medical Insurance	5			
BT182	Medical Front Office (PR)	3			
	<b>Total credits</b>	35-39			

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 100 Accounting for NonAccountants  
BT 162 Job Search & Professional Development  
BT 219 Word  
BT 242 Excel  
BT 240 Access

BT 252 Internship  
BUS 165 Service Essentials  
BUS 130 Business Computations  
HLTH 130 Disease and Pathology  
HDEV 155 Human Relations in the Workplace