



## GENERAL INFORMATION

Above-average growth is expected in the field of medical billing. Medical billing specialists employ proper record keeping, billing and coding techniques to ensure that healthcare providers and/or patients receive accurate and timely reimbursement from medical insurance companies.

Good English oral and written communication skills, excellent human relations skills, and a typing speed of at least 40 words per minute are strongly recommended for successful job placement.

## CAREER OPTIONS

It is predicted that there will be increasing demand for trained personnel who understand insurance claims processing, medical insurance billing regulations, and who are able to accurately code medical diagnoses and procedures.

Employment is generally found in doctors' offices, insurance companies, or with medical billing services.

Many employers will conduct criminal background checks on job applicants. Persons with a criminal record should consider this situation carefully prior to starting this program.

## GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, orientation and registration for new and continuing students. Though advising is voluntary, all prospective students are invited to contact the Counseling Advising and Career Center (CACC) if they would like to speak one-to-one with an education planner about getting started. Contact:

- Enrollment Services, Jackson Center  
425-388-9219  
admissions@everettcc.edu
- Counseling, Advising and Career Center,  
Third Floor, Parks, 425-388-9263

## PROGRAM FEATURES

Classes are scheduled to allow students to complete the program during evening hours if desired. An internship experience in which we strive to place students in a working medical billing environment is an option for this program.

## PROGRAM ADVISORS

It is essential to follow advisor guidance for this program. Please contact one of the following EvCC advisors to help you select a degree or certificate pathway to follow and plan your program of study.

Kathy Kneifel	OLY 215	425-388-9155	kkneifel@everettcc.edu
Pat Stettler	OLY 223	425-388-9247	pstettler@everettcc.edu

If there is no answer, please 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 business office environment. Please consult other curriculum guides for these programs:

- Medical Administrative Support (Certificate)
- Medical Receptionist (Certificate)
- Medical Coding (Certificate)
- Medical Transcriptionist (Certificate)
- Legal Office Assistant (Certificate)
- Administrative Support (Certificate)
- Office Support (Certificate)
- Business Technology (ATA Degree)
- Virtual Assistant (Certificate)

# MEDICAL BILLING SPECIALIST CERTIFICATE PROGRAM – 43 credits

- ◆ (PR) indicates a course prerequisite; (CR) indicates a course co-requisite; (CP) computer proficiency; (CS) computation skills; (HR/IC) human relations and interpersonal communications; (WS) writing skills.
- ◆ The courses are listed in a suggested sequence to assist students in planning for one or more quarters. This sequence assumes full-time enrollment and successful completion each quarter. Part-time students may find their course pattern to be different.
- ◆ EvCC does not offer every course each quarter. Please consult with the Class Schedule and a program advisor to plan course selection.
- ◆ Waivers for any of the required courses may be considered on the basis of verifiable evidence of previously acquired skills. Such waivers can be granted only by one of the program advisors listed in this curriculum guide. A waiver does not excuse the student from the requirement to earn the minimum required credits.
- ◆ To earn a certificate the courses must be completed with grades of 2.0 (C) or higher in all required classes.
- ◆ Students should meet with an advisor and maintain this certificate checklist while at Everett Community College. Students must bring this checklist to all advising sessions. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. A full description of College requirements for earning a certificate or degree is contained in the College catalog.

**Student Name:** \_\_\_\_\_ **Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Students will need to enter the program with keyboarding and basic math skills (placement in MATH 120 or BUS 130 or have completed MATH 070).**

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>	<u>Quarter Completed</u>	<u>Grade</u>
<b>Quarter 1</b>				
HLTH 100	Medical Terminology	5	_____	_____
BT 180	Principles of Medical Insurance	5	_____	_____
CL 101	Computer Literacy (CP)	5	_____	_____
<b>Quarter 2</b>				
MC 160	Principles of Diagnostic Coding	5	_____	_____
BT 181D	Diversity in Law and Ethics for Health Occupations (D)	5	_____	_____
BT 242	Excel (PR) (CP) (CS)	5	_____	_____
<b>Quarter 3</b>				
MC 150	Principles of Procedural Coding (PR)	5	_____	_____
BT 182	Medical Reception	5	_____	_____
Elective from Below	_____	3-5	_____	_____
<b>TOTAL MINIMUM REQUIRED CREDITS:</b>		<b>43</b>	Grades of 2.0 (C) or higher in all classes.	

**Electives**

BT 162	Job Search and Professional Development
BT 240	Access
BT 252	Work Experience
BUS 165	Service Essentials
BUS 130	Business Computations
HLTH 102	Anatomy and Physiology
HLTH 130	Disease and Pathology
HDEV 155	Human Relations in the Workplace

Everett Community College does not discriminate on the basis of race, religion, creed, color, national origin, age, sex, sexual orientation, marital status, the presence of any physical, sensory or mental disability, genetic information or status as a disabled or Vietnam era veteran in its program and activities, or employment. The Vice President of Instruction and Student Services has been designated to handle inquiries regarding student-related non-discrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, or by phone at (425)388-9216. The Vice President of Administrative Services/Human Resources has been designated to handle employment-related inquiries regarding the non-discrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, or by phone at (425)388-9232. This publication is effective **SEPTEMBER 2010**. 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. Requirements applicable to all certificates and degrees are published in the College Catalog. 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)