



# MEDICAL CODING AND BILLING

## *Industry Facts*

*Thanks to the great training, I passed my CPC exam on the first try. It only took me two months to get my first coding job. I was also told that my employee entrance exam was one of the better ones they had come across in a long time. I owe it all to the intense and complete training.*

- Jeannette, Career Step Learner

### **What do medical coding and billing professionals do?**

Medical coding and billing professionals translate medical records into standardized codes used to bill patients and third-party payers such as insurance companies and Medicare.

The comprehensive Professional Medical Coding and Billing program will teach you to use all of these codes— CPT, HCPCS, and ICD-10 including an optional PCS procedural code set.

### **Where do medical coding and billing professionals work?**

Medical coding and billing professionals usually work on-site at a healthcare facility. Positions can be found in physicians' offices, clinics, hospitals, insurance companies, large coding outsourcing companies, and other healthcare facilities.


### **How much do medical coding and billing professionals earn?**

This career offers an established career path for advancement, especially in large hospital networks, and leading industry organizations report that, on average, medical coding and billing professionals with one credential earn over \$52,000 a year. Medical coding and billing professional can also increase their earning potential by earning additional industry certifications.

### **Is the medical coding and billing field growing?**

The 2016-2017 edition of the Occupational Outlook Handbook, published by the U.S. Department of Labor, estimates:

- **A growing job market** as industry employment is projected to increase by 13% by 2026. In addition to these new jobs, there will also be open positions as people retire or leave the profession and facilities.
- **A high demand** for coding services, sustained by an aging population; the increasing number of medical tests, treatments, and procedures; the existing shortage of medical coders; and the transition to ICD-10 codes; and the transition to ICD-10 codes.
- **A growing number of professionals** needed in the field to code patients' records; act as liaisons between healthcare facilities, insurance companies, and other establishments; and manage the responsibilities associated with electronic health records.



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## *Program Details*

### *Program Overview and Approximate Completion Hours*

MODULE	Hours
<b>Course 1 - Foundations in HIM</b>	
Program Orientation	1
Computer Fundamentals	7
Health Information Management	14
Healthcare Delivery Systems	4
Legal and Compliance	5
Reimbursement Methodologies	21
<b>Course 2 - Biomedical Science</b>	
Medical Terminology	50
Anatomy and Physiology	45
<b>Course 3 - Coding Training</b>	
Introduction to Coding	16
ICD-10 Coding	55
CPT/HCPCS Coding – Block 1	40
CPT/HCPCS Coding – Block 2	40
Advanced ICD-10 Coding	11
Coding Practicum	80
Final Exam Preparation	1
<b>TOTAL</b>	<b>390</b>

OPTIONAL	Hours
<b>Course 4 - ICD-10-PCS Foundations</b>	
ICD-10-PCS Coding	10
Advanced ICD-10-PCS Coding	5
Inpatient Practicum	40
<b>TOTAL</b>	<b>55</b>

### **Improve your life.**

Built on over 25 years of experience in training high-quality healthcare professionals, the Professional Medical Coding and Billing program helps you quickly gain the knowledge and skills you need to get a good job to better support your family and improve your financial security.

### **Prepare for a better job.**

Our expert-designed program includes everything you need to prepare for a successful new career and is trusted by some of the largest healthcare institutions in the country, including the leading provider of healthcare services in the U.S. and one of the country's largest managed healthcare companies.

Choose the training employers trust:

- Be eligible to sit for the CPC and COC (offered by AAPC) national certification exams
- Complete the optional ICD-10-PCS Foundation Course and be eligible to sit for the CCA exam (offered by AHIMA)
- Gain hands-on experience in real-world records so you're prepared for the workforce
- Train to begin working immediately upon completion

### **Learn at home.**

Online training minimizes the challenges of taking time out to return to school. The online training format offers distinct advantages:

- Study on a schedule that fits your life
- Progress at a pace that matches your learning style
- Enjoy the flexibility to adjust the time and effort you devote to your coursework each day

### **Achieve success with live learner and career support.**

Our training is designed to help you accomplish your goal of getting a job. In addition to employer-trusted training and online flexibility, you'll also have one-on-one access to three support teams—learner support, technical support, and career support—to ensure you can complete your training and prepare for a better future! All of these support teams are committed to helping you:

- Complete your training quickly
- Prepare for national certification exams
- Successfully move into the workforce