

Medical Biller/Coder Certificate

■ What Is a Medical Biller/Coder?

Medical billers and coders work in hospitals, clinics, doctors' offices and insurance companies preparing bills and reimbursements for medical care. They use industry established numerical codes to indicate what treatments were received, what the diagnosis was, and what level of care was given.

■ Success Factors

You should be well organized, have excellent communication skills and be detail oriented. You should be comfortable sitting at a desk for long periods.

■ Career Possibilities

If you successfully complete the medical biller/coder certificate, you may pursue a variety of opportunities in hospitals, physician offices, nursing care facilities, outpatient clinics, home health services, insurance companies and public health departments. If you also become certified by the American Health Information Management Association, you will have the best employment options.

■ Program Requirements

The Medical Biller/Coder Certificate program is an online one-year certificate that prepares you for an entry-level position in medical coding and billing. You will learn the basic skills required to assemble, code, and analyze healthcare data. **This certificate is only available online.**

CORE COURSES	Cr. Hrs.
Human Diseases	3
Human Biology.....	3
Introduction to Information Processing	3
Introduction to Health Care Systems	3
Medical Ethics and Legal Issues	3
Medical Terminology.....	3
ICD Medical Office Coding.....	3
CPT Medical Office Coding.....	3
Intermediate ICD Medical Coding	3
Medical Billing Procedures	3
Medical Office Procedures	3
Intermediate CPT Medical Coding.....	3
Coding Skills Practicum.....	3
TOTAL.....	39



■ Advantages & Special Opportunities

The Clermont campus is on 92 wooded acres located in Batavia, Ohio, in the heart of Clermont County. We are relatively small and our faculty to student ratio is low. You will find our small class size and personal interaction with your instructors create the ideal learning environment. Parking is convenient and at no additional charge. Plus, our tuition is the lowest of the UC colleges.

■ Admissions

UC Clermont College is an open admissions campus. If you have your high school diploma, GED, or its equivalent, we will admit you. We accept applications all year long and you may start any quarter. We recommend that you apply at least 4 weeks prior to your desired attendance.

■ For More Information, Contact:

Enrollment & Student Services
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Batavia OH 45103

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