

## MEDICAL INSURANCE BILLING TECHNICIAN, Certificate Program – Noncredit

### *College and Community Development*

This Medical Insurance Billing Technician Certificate Program is designed to prepare the student to perform a variety of billing functions in a healthcare setting. This student may be required to submit to Act 33 Child Abuse and /or Act 34 Pennsylvania State Police Criminal Background Checks prior to obtaining employment. The student should consider this factor before enrolling in this program. The complete program is available at the Harrisburg, Lancaster and Lebanon campuses. Courses in this program may also be available at the Gettysburg and York Campuses as well as online.

### *Career Opportunities*

This program will prepare individuals for employment as a medical biller, medical coder, or billing specialist in the health industry. Various organizations in the community offer opportunities for employment including hospital billing departments, private medical offices, insurance companies, and many other medical facilities.

### *Competency Profile*

This curriculum is designed to prepare students to:

- Code professional medical services and diagnosis
- Carry out collection procedures
- Create reports for management tools
- Research and review insurance claims
- Maintain patients' financial/accounting records
- Data entry payment information/adjustments/balances into computer software programs
- Take the national certification examination administered by the certifying agencies of the profession

### **PROGRAM REQUIREMENTS**

This program was academically designed to be completed in 1-2 years.

Medical Terminology	30 hours
Introduction to Anatomy & Physiology	45 hours
Intro to CPT Coding	33 hours
ICD-9 Coding	30 hours
Introduction to Medical Insurance	24 hours
Insurance Reimbursement Calculations	15 hours
Hospital Billing	15 hours
One Elective Required*	6 hours

\* Select one or more courses from the following list: Appeals, Fair Hearings and Collections; Coding & Auditing of Evaluation & Management Services; ICD-10 Coding Overview; or Medical Record Documentation .

### **RECOMMENDED SEQUENCE FOR STUDENTS**

Students can complete this program by taking one or more courses each semester.

Medical Terminology  
Introduction to Anatomy & Physiology  
Intro to CPT Coding  
ICD-9 Coding  
Introduction to Medical Insurance  
Insurance Reimbursement Calculations  
Hospital Billing  
Elective (One elective required for completion of the program.)