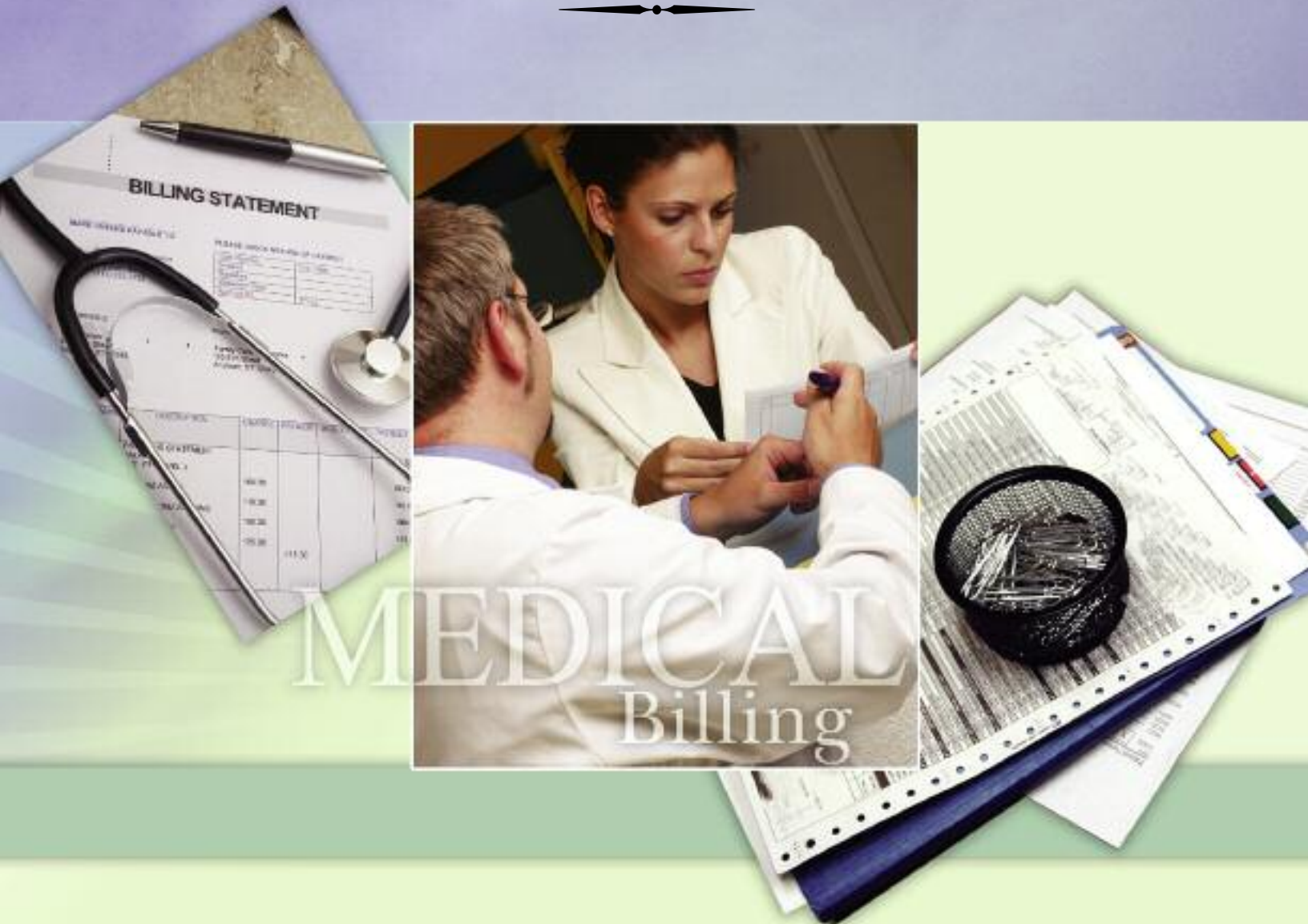


*Medical Insurance Billing Technician Certificate Program*



**“THIS PROGRAM IS VERY ENCOMPASSING AND WILL PREPARE YOU TO WORK IN A RANGE OF ENVIRONMENTS.”**

*Jayma Hower, system administrator at Lancaster General Hospital*

Careers in the healthcare industry are hot these days, but not everyone who has fervor for all things medical vie for daily interactions with patients. A career in the medical insurance billing field might be just what the doctor ordered.

“Vocations in the medical insurance billing field are geared for those who want to get into the healthcare industry but want to work in more of a business setting,” says Jayma Hower, system administrator at Lancaster General Hospital.

Not to be confused with medical coders, medical insurance billing technicians provide coding support, post charges and payments and follow up on third-party reimbursements by initiating appeals and/or collections of unpaid balances. Billing technicians obtain patient information necessary for successful claims management; have an understanding of medical terminology, anatomy and physiology, ICD-9 and CPT coding; and perform billing calculations and procedures. Many medical billing professionals also act as collectors, schedulers and verifiers of insurance.

“I believe this program would appeal to anyone who is interested in working in a medical business office, who is interested in changing careers or if they need this program for their current position,” Hower adds.

COLLEGE AND COMMUNITY  
DEVELOPMENT

*Medical Insurance  
Billing Technician  
Certificate Program*

**START THE PROCESS**

*Are you ready to take that first  
step into a rewarding career  
in the medical field? If you are  
interested in this program  
or have questions, contact  
Noncredit Healthcare Education  
at (717) 221-1352 or  
email [mib@hacc.edu](mailto:mib@hacc.edu).*



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Detail-oriented, analytical individuals with good keyboarding, writing and math skills tend to find occupational solace in medical billing. Individuals who are interested in becoming a medical insurance billing technician can look no further than their own backyard at HACC, the region's premier provider of educational and workforce development.

HACC's Medical Insurance Billing Technician Certificate program, taught by experienced professionals already working in the field, fosters basic medical insurance billing skills and also creates a pathway for individuals to pursue additional training in medical coding.

**HAVING THIS KNOWLEDGE IS INVALUABLE**

Careers in the medical field are in demand; however, in today's economic climate and ever-changing and competitive workplace, a passion for the industry won't get you the job.

"Employers may not hire you unless you have experience and/or education. Completing this program can lead to better job opportunities," says Hower.

Expanding medical knowledge, healthcare pathways and resume building are some additional benefits of the program.

"Individuals who have this knowledge can build on the skills they already have and can move further into any realm of healthcare," says Yvette DeVay, manager for Parente Randolph, LLC.

**STATE OF THE ART PROGRAMS  
AND OPPORTUNITIES**

"We provide employability skills and quality customized training to the citizens of Central Pennsylvania in a timely and economical manner," says the dean of HACC's Workforce and Economic Development, Public Safety and Community Education division.

HACC offers affordable and easily accessible classes in medical billing at the Harrisburg, Lancaster, Gettysburg and Lebanon campuses and online via the Virtual Campus. The Medical Insurance Billing Technician Certificate program is designed to be completed in one- to two years.

"The reason why this program is so successful is because the instructors are actually working in the field. Because the instructors can give the students real-world examples that they will encounter on a daily basis, the information is more real," says Hower.

In addition to teaching fundamentals that range from CPT coding, medical terminology, and medical office computer applications to an introduction to medical insurance, the program boasts an important networking component.

"The networking aspect of this program is priceless. Students can meet several people, including their instructors, who have similar interests and this can lead to job opportunities," says Hower.

**FUTURE PROSPECTS**

Establishing meaningful and long-lasting professional connections in any industry is important, and it isn't uncommon for HACC students to find jobs before they finish a program. Entry-level jobs in medical billing are plentiful and offer a stepping stone into other rewarding careers in various settings in the healthcare industry.

"When people think of this field they immediately think of family practices. But medical billing also encompasses specialty offices including diabetes, endocrinology, rheumatology and oncology. After you complete the program, you can choose whatever you want to work in," adds Hower.

Medical insurance billing technicians can work in a multitude of settings and practices ranging from hospitals, physician offices, nursing facilities, rehab facilities, medical billing firms to insurance companies.