

MEDICAL BILLING CERTIFICATE

(Requirements effective Fall Semester 2007)

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A-105-C

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The medical billing specialist is an integral part of the health care team. Medical billing personnel are responsible for patient billing and basic accounting systems used in the health care facility. The individual responsible for the medical billing needs to know medical terminology, principles of anatomy and physiology, disease processes, medical procedures, medical records, patient billing, accounting, and computer skills. Medical references will be used extensively to code patient diagnoses and medical procedures performed. Competence in completion of the standard health insurance claim, knowledge of third-party reimbursement, and an understanding of collection policies and procedures are also important to this position.

Wayne College's Medical Billing Certificate prepares you to work in hospitals, nursing homes, outpatient clinics, medical group practices, health maintenance organizations, medical billing services, and insurance companies. The demand for medical billing personnel is high, and typical salaries reflect the demand. While entry-level medical billing specialist wages usually range from \$10.00 to \$18.00 per hour, the average annual salary of experienced medical billing specialists employed in the Midwest is \$32,154 (Professional Association of Health Care Office Managers). Actual salaries vary depending on experience and level of responsibility.

Students entering the program must demonstrate a fundamental knowledge of computer software and keyboarding by examination (CISBR) or take the following bridge courses prior to enrolling in the program:

2440:105 Introduction to Computers and Application Software
2540:290 ST: Keyboarding for Skill Development

*A grade of "C" or higher is required in all 2530: department courses.

<u>C</u>	<u>E</u>	<u>R</u>			
---	---	---	2420:211	Basic Accounting I	3
---	---	---	2440:125	Spreadsheet Software	2
---	---	---	2530:240	Medical Coding I (Diagnostic)*	3
---	---	---	2530:241	Health Information Management*	3
---	---	---	2530:242	Medical Office Administration*	3
---	---	---	2530:243	Medical Coding II (Procedural)*	3
---	---	---	2530:244	Medical Insurance Billing*	3
---	---	---	2540:119	Business English	3
---	---	---	2540:143	Microsoft Word, Beginning	2
---	---	---	2540:263	Professional Communication and Presentations	3
			or		
---	---	---	7600:106	Effective Oral Communication	3
---	---	---	2740:120	Medical Terminology	3
---	---	---	2740:121	Study of Disease Processes	3

Placement by Adviser

2740:120

2740:120, 2530:240

2530:243

Placement by Adviser

Placement by Adviser

3300:111, or permission

2740:120

TOTAL CREDITS - 34

C = Completed E = Exempt R = Required

NOTES:

2540:243 *Internship* is highly recommended to enhance the student's employment opportunities.

It is strongly recommended that you take 2740:120, Medical Terminology, prior to taking any of the remaining medical-related courses.