Study Online to Meet the Needs of an Industry Expected to Grow.

Medical billing and coding professionals are key players in today’s technology-driven health care system. They create detailed billing records and efficiently coded invoices, that in turn help to ensure that the business side of the field functions smoothly and does not impede the delivery of quality patient care. Thanks to the contributions of skilled medical billing and coding professionals, doctors, and insurance companies can provide organized, accountable services. Kaplan University’s Medical Billing and Coding Certificate program offers expeditious training that can help you gain the relevant experience and skills to become a qualified candidate in this popular field.¹

WHAT’S INSIDE:

› Career Outcomes
› Curriculum Highlights
› Kaplan University Overview

To enroll, call your Admissions Advisor today at 866.318.2441 (Toll Free). For more information, visit www.kaplanuniversity.edu.
According to the Bureau of Labor Statistics, the health care industry is expected to grow much faster than the average for all occupations between 2014 and 2024, due, in part, to an aging population and an increase in the number of Americans with access to health insurance. This is expected to create new opportunities within the industry, and not all of today’s health care jobs require patient contact. Medical billing and coding is an administrative support specialty that is expected to increase in need as baby boomers demand more medical services and become eligible for Social Security and Medicare. In the coming decade, trained professionals will be needed to handle billing and insurance processing tasks.

Medical Billing and Coding Professionals Have a Healthy Job Outlook.

Develop the Skills to Get Started.

Kaplan University’s Medical Billing and Coding Certificate program is designed to help you develop the knowledge and skills to pursue entry-level employment with a variety of employers in the health care industry, including doctors’ offices, clinics, hospitals, home health agencies, nursing and residential care facilities, insurance and medical billing companies, and medical group practices. As a student in Kaplan University’s Medical Billing and Coding Certificate program, you will complete a 40-hour practicum experience prior to graduation, which can help you gain valuable on-the-job experience.

Possible Career Opportunities:

› Medical Biller/Coder
› Medical Office Assistant, Receptionist, or Specialist
› Medical Front Office Clerk
› Medical Intake Specialist
› Customer Service Representative for a Medical Office
Kaplan University’s Medical Billing and Coding Certificate program is designed to provide you with entry-level knowledge and electronic medical recording (EMR) software skills required by employers in health care services. You'll be taught by dedicated instructors who have years of experience in the medical billing/coding field. Courses in the program include instruction in topics such as:

- Anatomy, physiology, and medical terminology
- Data information processing
- Medical billing, coding, and reimbursement methodologies
- Insurance billing

Prior to graduation, you will gain additional hours of hands-on, practical experience in medical billing and coding functions in a health care facility.

Upon completion of the program, you may be eligible to take the following certification exams:
- Certified Coding Specialist–Physician-Based (CCS-P®)
- Certified Coding Specialist (CCS®)
- Certified Billing and Coding Specialist (CBCS)
- Certified Coding Associate (CCA)
- Insurance and Coding Specialist (NCICS)

You may be eligible for additional certifications once you attain professional experience.

The program curriculum emphasizes:
- Performing required administrative functions of medical billing and coding
- Applying computer literacy skills in managing medical claims using EMR software
- Demonstrating knowledge of guidelines and requirements in the process of medical claims management
- Analyzing ethical and legal standards in practical applications within the discipline
- Applying problem solving skills to real and simulated health care scenarios

Program Detail

**Medical Billing and Coding Certificate**

- Credit Hours: 44

Here Is What One Professor Had to Say:

Regina L. Kraus, MSA, RHIT, CPHQ

School of Health Sciences Faculty Member

“During my 6 years of teaching billing and coding courses at Kaplan University, I have discovered some commonalities among my students. They are looking for a career that they can start after a short, but valuable, education. The Medical Billing and Coding Certificate program prepares students with knowledge, technical skills, and work habits in order to pursue entry-level positions in the field. The program also meets the needs of students who require a flexible schedule. The Medical Billing and Coding Certificate program offers them all of these benefits and more.”

Views and opinions stated herein are the individual’s and not necessarily those of Kaplan University. This testimonial was solicited by Kaplan University.
We Stand Behind Our Academic Quality. Try Our Classes Before You Owe Any Tuition.

Kaplan University wants you to make an educated decision about your education. As a new student, the Kaplan CommitmentSM gives you a chance to experience real classes before deciding if you will stay and pursue your studies. If you withdraw during the introductory period, you will have no financial obligation beyond the application fee.5

Why Kaplan University?
Our programs are designed to offer you the freedom to grow and pursue your goals. We offer:
› Online classes that allow you to study virtually anytime, anywhere you have an Internet connection.
› Personal advisors to help you select the courses to meet your goals.
› Reduced tuition rates for active-duty servicemembers and veterans.
› A portfolio development course that could help translate your work and life experiences into college credit.6

Other Programs
In addition to this program, Kaplan University also offers:
› Medical Office Administration Certificate
› Medical Assistant Certificate

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