Medical Billing and Coding Certificate

School of Health Sciences

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:

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Medical Billing and Coding Professionals Have a Healthy Job Outlook.

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.[2] 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.[3]

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 practical experience in a virtual lab setting prior to graduation, which can help you gain valuable on-the-job experience.

Possible Career Opportunities:[1]

› Medical Biller/Coder

› Medical Office Assistant, Receptionist, or Specialist

› Medical Front Office Clerk

› Medical Intake Specialist

› Customer Service Representative for a Medical Office

Knowledge to Help You Pursue Certification in This Vital Field

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 virtual lab setting.

Upon completion of the program, you may be eligible to take the Certified Billing and Coding Specialist (CBCS) certification exam sponsored by the National Health Career Association (NHA), the Certified Coding Associate (CCA) certification exam sponsored by the American Health Information Management Association (AHIMA), and the Insurance and Coding Specialist (NCICS) certification exam sponsored by the National Center for Competency Testing (NCCT). You may be eligible for additional certifications once you attain professional experience.[4]

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:** 39

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.

Kaplan University—
A Brighter Way Forward™

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 Commitment[SM] 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

Note From Dean

"Education is about opportunity, and a health sciences education offers you the opportunity to gain exposure to a rapidly changing field. At Kaplan University's School of Health Sciences, we are committed to providing the training and skills to help you begin or advance a career in the health field. I hope you will join us."

Dr. Keith L. Smith
Dean, School of
Health Sciences

IMPORTANT INFORMATION—PLEASE READ

For comprehensive consumer and gainful employment information, visit www.kaplanuniversity.edu/student-consumer-information.aspx.

1 Kaplan University's programs are designed to prepare graduates to pursue the stated positions, which have varying responsibilities. However, Kaplan University cannot guarantee employment or career advancement. Additional training or certification may be required. In addition, job titles and responsibilities may vary from organization to organization.

2 Source: U.S. Department of Labor, Bureau of Labor Statistics, *Occupational Outlook Handbook*, 2015-16 Edition, Health Care Occupations, www.bls.gov/ooh/healthcare/home.htm. National long-term projections may not reflect local and/or short-term economic or job conditions, and do not guarantee actual job growth.

3 Source: U.S. Department of Labor, Bureau of Labor Statistics, *Occupational Outlook Handbook*, 2015-16 Edition, Secretaries and Administrative Professionals—Medical Secretaries, www.bls.gov/ooh/office-and-administrative-support/secretaries-and-administrative-assistants.htm. National long-term projections may not reflect local and/or short-term economic or job conditions, and do not guarantee actual job growth.

4 Although certain programs at Kaplan University are designed to prepare students to take various certification or licensing exams, the University cannot guarantee the student will pass those exams. In some cases, field experience, additional coursework, and/or background checks may be necessary to take or to successfully pass the exams. Students should research the requirements in the state in which they intend to seek employment.

5 Classes count toward a degree if satisfactorily completed. No credits are earned if the student withdraws during the introductory period (3 weeks for undergraduate students), which begins day one of the first term. Students who choose to continue their studies at the University will need to meet specific requirements. Graduate programs not included. Additional terms may apply to international and non-U.S. citizen students. For further information, see catalog.kaplanuniversity.edu and www.kaplanuniversity.edu/Kaplan_Commitment.pdf. Application fee waived for campus and learning center students through December 31, 2017.

6 Kaplan University does not guarantee the transferability of credit. See University Catalog for Prior Learning Assessment Policy.

To enroll, call your Admissions Advisor today at **866.318.2441** (Toll Free). For more information, visit **www.kaplanuniversity.edu**.

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