

Medical Billing Specialist

Certificate of Applied Science Degree

Gainful Employment Programs Information (<http://www.gfcmu.edu/webs/gepi/medbilling.html>)

NOTE: This program is in moratorium and will not be accepting new students.

The Medical Billing Specialist works in a variety of settings, including medical management organizations, physician's offices, hospitals, clinics, group practices, billing companies, and education. Students in this Certificate program are trained as entry-level billing specialists. All courses in this curriculum can be applied to the AAS in Medical Billing and Coding.

Outcomes

Graduates are prepared to:

- Abstract information from patient records for reimbursement purposes.
- Use current ICD and CPT coding appropriately.
- Complete "clean" claims, CMS/UB-92, for private insurances and government programs such as TRICARE, Medicare, Medicaid, and Worker's Compensation.
- Analyze explanations of benefits (EOBs) and Remittance Advice (RA) forms and post to patient accounts.
- Amend incorrect claims, appeal claims that did not pay correctly, and trace outstanding claims.
- Understand and work within HIPAA guidelines for medical facilities.
- Interact and communicate with other healthcare workers in a professional manner, following medicolegal and ethical standards.

Estimated Cost

Estimated Resident Program Cost*

Tuition and Fees	\$4,882
Application Fee	\$30
Books/Supplies	\$2,444
Total	\$7,357

* **Fall 2017 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website** (<http://students.gfcmu.edu/insurance.html>) **and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$21 per credit for online/hybrid courses.**

Program Requirements

Many students need preliminary math, science, and writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and writing placement before planning out their full program schedules.

Students wishing to enter the Medical Billing Specialist program are strongly advised to be proficient in keyboarding and typing.

GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____

Course	Title	Credits	Grade/Sem
First Year			
Fall			
AHMS 108	Health Data Content & Struct *+	3	_____
AHMS 144	Medical Terminology +	3	_____
AHMS 156	Medical Billing Fundamentals *+	4	_____
BIOH 112	Human Form and Function I +	4	_____
CAPP 131	Basic MS Office +	3	_____
Credits		17	
Spring			
AHMS 158	Legal & Rgltry Aspcts Hlthcare *+	3	_____
AHMS 160	Beginning Procedural Coding *+	3	_____
AHMS 164	Beg Diagnosis Coding: ICD-10 *+	3	_____
AHMS 201	Medical Science *+	3	_____
AHMS 252	Computerized Medical Billing *+	3	_____
Credits		15	
Summer			
M 090	Introductory Algebra (or higher, excluding M 135, M 136, M 191A, and M 191B) **+	4	_____
Select one of the following:			
PSYX 100	Introduction to Psychology +	3	_____
SOCI 101	Introduction to Sociology +	3	_____
Select one of the following:			
WRIT 101	College Writing I **+	3	_____
WRIT 122	Intro to Business Writing **+	3	_____
Credits		10	
Total Credits		42	

* Indicates prerequisites needed.

** Placement in course(s) is determined by placement assessment.

+ A grade of C- or above is required for graduation.