

MEDICAL BILLING/ CODING SPECIALIST



The Prairie State College Medical Billing/Coding Specialist program prepares students to work in a variety of health care settings including hospitals, physician offices, outpatient care centers, and home-based health care offices.

JOB DESCRIPTION

Medical billing/coding specialists organize and manage health information data to ensure quality, accuracy, accessibility, and security in both paper and digital formats. Classification systems are used to code and classify patient information for insurance reimbursement, for databases, and to maintain patient records and treatment histories.



ABOUT THE CURRICULUM

Medical billing/coding specialists review patient records, calculate charges for procedures and services, and prepare itemized statements for third-party payment. The program prepares students with the skills to transform verbal descriptions of diseases, injuries, and procedures into numeric or alphanumeric designations. The job requires excellent organization ability and attention to detail.

Medical Billing/Coding Specialist

Medical Terminology	GSMED 017
Pathophysiology (prerequisite: Medical Technology)	GSMED 009
Introduction to Health Information Technology	GSMED 033
Introduction to CPT-4 Coding (prerequisite: Medical Terminology)	GSMED 045
Introduction to ICD-9-CM Coding (instructor consent required.)	GSMED 047
Insurance Procedures	GSMED 038
Computerized Medical Billing* (prerequisite: typing speed of 30 wpm and knowledge of Computers/Windows)	GSMED 040
Microsoft Office	GSVS 089
Keyboarding	GSVS 091

*Must have knowledge of computers/Windows before taking this class. Keyboarding and Microsoft Office may be taken at any time prior to Computerized/Medical Billing.

JOB OUTLOOK

The job outlook for individuals pursuing jobs as Medical Billing/Coding Specialists is good with job growth through 2022 anticipated to be 22 percent- much faster than average, according to the U.S. Bureau of Labor Statistics. The demand for health services workers is expected to increase as the population ages.

Refer to the current course schedule for course dates and times or visit prairiestate.edu/ced.

USE INSTANT ENROLLMENT

Register and pay for continuing education courses through Instant Enrollment on WebAdvisor.

To register, go to prairiestate.edu and select How to Register for Non-Credit Courses from the A-Z index.

HOW TO REGISTER

Step 1. Review and choose classes

Review and choose classes from the non-credit class schedule online at prairiestate.edu, or request a copy by calling (708) 709-3750.

Step 2. Register

1. Register online through WebAdvisor by following the Instant Enrollment instructions.

- If you have a WebAdvisor username and password, please log in before registering.
- If you are a new student, you will need to fill out the Personal Identification screen to create an account. Your username and password will be emailed to you upon registration.

2. Register in person at Enrollment Services on the main campus or at the Matteson Area Center on weekdays. (Please note that only credit and debit card payments are accepted at the Matteson Area Center).

3. Register by phone by calling (708) 709-3516 or (708) 709-3750. Please have your credit or debit card information ready.

4. Register by mail by completing the registration form at the back of the non-credit schedule. Send payment with completed registration form to Prairie State College, Office of Enrollment Services, 202 South Halsted Street, Chicago Heights, IL 60411. Checks should be made payable to Prairie State College. Driver's license number and phone number must be included on check.

Step 3. Payment

Pay tuition and fees. Payment is due in full at time of registration. Paying by cash or check, Visa, MasterCard, or Discover? Visit the Business Office to pay tuition. Note: Make checks payable to Prairie State College. Driver's license or State ID and a phone number is required for all checks. Prefer to pay at the Matteson Area Center? Only credit and debit cards are accepted for payment there.

REFUNDS

If you register for a non-credit class, but are unable to attend, you must come to the Matteson Area Center and complete a drop form. No refunds will be issued unless requested at least 48 business hours before the first class meeting.

WIA APPROVED COURSE

The Workforce Investment Act (WIA) has helped many individuals obtain new job skills and training to make them more employable. If you meet the eligibility requirements and funding is available, WIA may help pay for your tuition, books, and other fees associated with college courses. The Medical Billing/Coding Specialist is approved for WIA funding for eligible individuals. For more information on WIA, call (708) 709-7975.

FOR MORE INFORMATION

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