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 (GS MED 017)
- Pathophysiology (prerequisite: Medical Technology) (GS MED 009)
- Introduction to CPT-4 Coding (prerequisite: Medical Terminology) (GS MED 045)
- Introduction to ICD-10-CM Coding (instructor consent required.) (GS MED 010)
- Computerized Medical Billing* (prerequisite: typing speed of 30 wpm and knowledge of Computers/Windows) (GS MED 040)

*Must have knowledge of computers/Windows before taking this class.

**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 are required to fill out an Add/Drop form to officially withdraw from the course. This can be accomplished by visiting the Enrollment Services Office at our main campus or the Matteson Area Center during business hours. Dependent on the course, students can also withdraw from courses via WebAdvisor 48 hours prior to the start date of the course. No refunds will be issued unless requested 48 hours before the first class meeting (excluding weekends and holidays).