

## Medical Coding/Medical Billing

### Medical Coding (Online Medical Coding)

\*\*Students must demonstrate basic computer skills and internet skills or take the prerequisite listed below:

CIS 118	Intro PC Applications	3
CNG 105	Internet Technologies	3

Course	Title	Credits
BIO 106	Basic Anatomy and Physiology	4
HIT 241	CPT Coding Basic Principals	2
HPR 178	Medical Terminology	2
HPR 208	Advanced Medical Terminology	4
MOT 139	Medical Records	4
MOT 208	Intro to CPT-4 Coding	2
MOT 209	Intro to ICD-9 Coding	2
MOT 210	Intermediate Coding	3
MOT 288	Practicum	6
<b>Total Program Credits</b>		<b>29</b>

<b>Estimated Program Cost</b>	<b>\$3,866.00</b>
<b>Estimated Materials Cost</b>	<b>\$520.00</b>
<b>Estimated Completion Time</b>	<b>12 months</b>

### Medical Billing

BTE 100	Computer Keyboarding	1
BTE 111	Keyboarding Speedbuilding I	2
CIS 118	Intro PC Applications	3
CIS 155	PC Spreadsheet Concepts: Excel	3
CNG 105	Internet Technologies	3
HPR 178	Medical Terminology	2
MOT 110	Medical Office Administration	4
MOT 120	Medical Office Financial Management	3
MOT 130	Insurance Billing and Coding	3
MOT 280	Internship	1
<b>Total Program Credits</b>		<b>25</b>

<b>Estimated Program Cost</b>	<b>\$2,059.00</b>
<b>Estimated Materials Cost</b>	<b>\$800.00</b>
<b>Estimated Completion Time</b>	<b>7 months</b>



- Learn a skill that is an essential part of every successful modern medical practice
- Work in a field that is expected to grow faster than the average occupation, with job opportunities in all 50 states
- Work in pleasant, comfortable surroundings with little or no physical contact with patients
- Some jobs allow employees to work from home
- Medical Coding can be completed in the classroom, online, or a combination of the two



1250 Welton Street • Denver, CO 80204  
[www.emilygriffith.edu](http://www.emilygriffith.edu)  
 720-423-4700

### Register Today!

By Telephone	720-423-4702
In Person	2nd Floor Registration Desk 1250 Welton Street, Denver
Online	<a href="http://www.emilygriffith.edu">www.emilygriffith.edu</a>

# Medical Coding and Medical Billing Job Information

## PROGRAM DESCRIPTION

### MEDICAL CODING

Students learn skills in coding as it pertains to patient diagnosis, treatment, and prognosis. This detail-oriented task requires a good understanding of medical terminology, anatomy, and physiology, as well as proficiency in proper use of the ICD-9-CM, CPT, and HCPCS code books.

Medical Coding program can be completed in the classroom, online, or a combination of the two.

### MEDICAL BILLING

This program gives students the skills and knowledge to work in medical accounting, medical billing, and medical records positions.

## RELATED JOB TITLES

Claim reviewer  
Coder facility based  
Coder physician based  
Coding consultant  
Coding specialist  
Coding supervisor  
Coding training  
Compliance audit specialist  
Educator  
Insurance manager  
Medical billing clerk  
Medical bill & account collectors  
Medical posting clerk  
Medical records supervisor  
Medical office manager

## TRANSFERABLE JOB SKILLS

Detailed knowledge of human anatomy & physiological processes  
Strong understanding of medical terminology  
Strong working knowledge of CPT, ICD-9, & HCPCS  
Computer literate (basic computer skills)  
Highly organized and detail oriented  
Keyboarding (anywhere from 25 wpm to 50 wpm)  
Filing and records management  
Basic accounting-accounts payable/receivable & collections  
Working knowledge of insurance (HMO and PPO)  
Ability to attend seminars and workshops in order to stay current and up-to-date in the profession

## ESTIMATED SALARIES

(Based on Colorado Dept. of Labor Occupational Outlook Handbook)

<u>Job Titles</u>	<u>Hourly Pay</u>	<u>Annual Salary</u>
Medical Coder		
Entry Level	\$11.54	\$23,997
Experienced	\$17.78	\$36,973
Medical Billing		
Entry Level	\$11.88	\$24,705
Experienced	\$18.30	\$38,054

## POTENTIAL EMPLOYERS

Insurance companies  
Nursing homes  
Billing agencies  
Peer review organizations  
Sheriff's departments  
Physician's offices  
Hospitals  
FBI  
Universities  
Consulting firms  
Lawyer's offices  
Accreditation agencies  
Home health agencies  
Public health departments  
Employment contractors- temporary help

## JOBS ONLINE

Go to the Emily Griffith Opportunity School web site at <http://careers.egos-school.com>  
Select "job links" for a listing of jobs available

## REGISTRATION

See Jean Butler, Advisor, at the 2nd floor registration area or call 720-423-4717 for an appointment.

## START COLLEGE HERE

Transfer up to 42 program credits to a Colorado community college, complete the five required academic courses, and earn an Associate's of Applied Sciences Degree.