

Medical Claims Examiner/Billing Specialist

17-106-5 Technical Certificate

Offered at:

Superior



Overview

The Medical Claims Examiner/Billing Specialist certificate is designed to prepare you for a career as a claims examiner or billing specialist in health organizations or insurance companies. With knowledge of medical language and anatomy, insurance billing, customer service, math and data entry skills, and up-to-date software training, you will be prepared to create, analyze, or problem solve insurance claims for the health care provider or insurance company.

Student Profile

As a Medical Claims Examiner/Billing Specialist student, you should be able to:

- Be very detail oriented when working with patient information
- Communicate effectively, both orally and in writing
- Enjoy learning about medical language and administration
- Possess basic data entry and math skills

Preparation for Admission

The following experiences will help you prepare for this certificate:

- Keyboarding
- Computer Applications
- Customer Service

The key to your success in this certificate is attention to detail and a willingness to learn.

Outcomes

Employers will expect you, after completing this certificate, to be able to:

- Understand and apply medical terminology/anatomy.
- Be accurate and efficient in data entry.
- Prepare or analyze health insurance claim forms.
- Communicate effectively with others in the insurance claims process.
- Use computer software.

Career Outlook

After completing this certificate, you will be ready for your career as a:

- Medical Claims Examiner
- Medical Billing Specialist
- Medical Insurance Specialist

Curriculum

Number	Course Title	Credits
10103103A	MS Word A	1
10103123A	MS Access A	1
10103124A	MS Excel A	1
10103125	MS Outlook	1
10106130	Medical Terminology 1	3
10106134	Medical Insurance Claims ▲	3
10106184	Keyboarding Speedbuilding	1
10196108	Customer Service	1
10510135	Anatomy, Physiology, and Disease Concepts	2
32804372	Math 372	1

CERTIFICATE REQUIREMENTS **15**

To earn the certificate, you must complete the required courses with a "B" grade point average or better.

▲ This course requires a prerequisite and/or corequisite.

Course Descriptions

10103103A

MS Word A - Credits: 1

Students will learn word processing using MS Word. Credit A activities will include creating, editing, saving, formatting, printing, and other basic MS Word features.

10103123A

MS Access A - Credits: 1

Learners create, edit, sort, and query a database. They also learn how to create and print basic forms and reports.

10103124A

MS Excel A - Credits: 1

Students will learn to use MS Excel. Credit A activities will include creating, editing, saving, formatting, printing, performing calculations, and enhancing worksheets through charts.

10103125

MS Outlook - Credits: 1

This course introduces the basics of Microsoft Outlook. Participants will use e-mail, calendar, files, and other features to effectively manage business and personal information.

10106130

Medical Terminology 1 - Credits: 3

This course presents the principles of medical word construction through identification of root words, prefixes, suffixes, combining forms, and methods of building medical terms. Emphasis is placed on correct medical word spelling, pronunciation, and definition, while introducing terminology specific to various body systems. The course is arranged by body system so that the student will recognize organs and anatomical terms as they relate to each system.

10106134

Medical Insurance Claims - Credits: 3

This course presents common health insurance terminology and selected private and government insurance coverages. Students are introduced to basic principles of disease coding and procedural coding from the physician/provider perspective and follow the life cycle of the medical insurance claim with the aim of accurate and efficient reimbursement for services provided. This is not for experienced coders. PREREQUISITE: 10106130 Medical Terminology 1.

10106184

Keyboarding Speedbuilding - Credits: 1

An introduction to the world's championship keyboarding techniques, methods, drills, and strategies in order to develop a student's keyboarding capabilities.

10196108

Customer Service - Credits: 1

This course examines customer service as it relates to organizational quality. It addresses service models for internal and external customers, systems and strategies applied to customer service, and tools and techniques for gathering customer feedback and handling complaints.

10510135

Anatomy, Physiology, and Disease Concepts - Credits: 2

This course is a study of human anatomical structure, physiology, and the basic mechanisms of disease. It is designed to meet the unique educational needs of the medical secretary/office personnel. The course focuses on assessment, diagnosis, and treatment of commonly occurring medical conditions. The course will be structured to application of the content through case studies and group discussions. It is meant to provide a solid knowledge base for students entering work in health care settings. It is recommended that the student have a basic knowledge of medical terminology.

32804372

Math 372 - Credits: 1

This course covers arithmetic operations with whole numbers, fractions, and decimals. The course also covers proportions and systems of measurement.