



MEDICAL OFFICE ADMINISTRATION & CODING



PROGRAM OVERVIEW

- Computer applications
- Office administration
- Health care and law ethics
- Medical office procedures
- Medical terminology
- Anatomy and physiology
- Human diseases
- Medical coding

**1-YEAR
PROGRAM**

Opportunity to earn several industry certifications.

MEDICAL CODERS AND BILLERS DEAL CLOSELY WITH TWO THINGS: PATIENTS' MONEY AND HEALTH CARE.

Doctors and nurses cannot do their jobs alone. Their offices need people who ensure the medical codes are correct, the billing is done properly, and the insurance companies reimburse appropriately. Medical coders and billers are essential for one simple reason: They are responsible for getting the health care provider paid.

Medical coders and billers work behind the scenes completing, reviewing, and processing claims to make sure the office gets reimbursed for the care provided. Individuals can work for hospitals, small, one-doctor practices or big corporations working with multiple doctors, nurses, and office staff.

In the medical field, no two issues are the same. A medical coder has to decipher the provider's notes, ask questions, and use guidelines to figure out the correct codes for the visit. Being a coder gives you the opportunity to be part of a problem-solving team and helps the practice you work for be successful.

Health care is a dynamic industry constantly striving to improve patient care, and medical coding puts you on the edge of those changes. The advent of health care reform combined with rising medical costs are increasing scrutiny of medical records. With more and more legislation, policies, and tech advancements, it's an exciting time to be in a health care profession – particularly medical billing and coding.

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