



## Medical Billing Industry Facts

### What do medical billing professionals do?

Medical billing professionals are crucial to keeping healthcare facilities operating effectively. Their specific responsibilities vary from location to location but often include:

- Using coded data to produce and submit claims to insurance companies
- Working directly with the insurance company, healthcare provider, and patient to get a claim processed and paid
- Reviewing and appealing unpaid and denied claims

- Verifying patients' insurance coverage
- Answering patients' billing questions
- Handling collections on unpaid accounts
- Managing the facility's Accounts Receivable reports
- And much more

### Where do medical billers work?

Medical billers can be found in almost every type of healthcare facility, including: hospitals, clinics, doctors' offices, skilled nursing facilities, and home health agencies, among others. There are even employment

opportunities in insurance companies and at specialized medical billing outsource firms.

### How much do medical billing professionals earn?

With many different opportunities, medical billers often have a variety of positions to choose from and can earn competitive salaries. The Department of Labor reports that the middle 50% of professionals in the field earn between \$25,000 and \$42,000 a year.

### Is the medical billing field growing?

The 2010-2011 edition of the Occupational Outlook Handbook, published by the U.S. Department of Labor, estimates:

- **A growing job market** as industry employment is projected to grow by 20% by 2018. In addition to these new jobs, there will also be open positions as people retire or leave the profession.
- **A high demand** for these services as the healthcare industry continues to grow and the country's population ages in addition to the increasing number of tests, treatments, and procedures.
- **A growing number of professionals** needed in the field to act as liaisons between healthcare facilities, insurance companies, and other establishments.



*"Career Step gave me the training I needed to confidently begin a new career . . . Within a month of graduation I was hired and feel that every day I have used the knowledge gained from Career Step. Thanks for an excellent course!"*  
*"Career Step gave me the training I needed to confidently begin a new career . . . Within a month of graduation I was hired and feel that every day I have used the knowledge gained from Career Step. Thanks for an excellent course!"*

*- Neilia, Class of 2011*



## Medical Billing Program Details

### Program Overview and Completion Hours

Module	Hours
Program Orientation	1
Computer Fundamentals	5
Medical Word Building	15
Healthcare Structure and Organization	25
Documentation and Confidentiality	20
Mastering Medical Language	5
Medical Coding Basics	18
Exploring Healthcare Reimbursement	36
ICD-10 and X12 5010 Fundamentals	1
Patient Billing and Collection	18
Final Exam Preparation	1
TOTAL	145

### Why Train With Us?

Built on over 20 years of experience in training high-quality healthcare professionals, the Medical Billing program helps you quickly gain the knowledge and skills you need to get a job and excel in your new career. With this training program, you'll have everything you need to succeed, including comprehensive curriculum, flexible online training, and dedicated student and graduate support.

### Comprehensive Curriculum

This program's comprehensive curriculum was developed by industry experts and includes real-world practical experience to ensure that you gain the skills you need to excel in the workforce. The curriculum is specially designed to:

- Help you gain the knowledge and skills needed to follow claims all the way through to payment
- Prepare you to work with industry specific forms, such as CMS-1500 and UB-40 forms
- Train you to begin working immediately upon graduation

### Flexible Online Training

With online training, you can minimize the challenges of taking time out to return to school. The online training format offers distinct advantages, including the opportunity to:

- Study on a schedule that fits your life
- Enjoy the flexibility to adjust the

time and effort you devote to your coursework each day

- Progress at the pace that matches your learning style

### Live Student & Graduate Support

Enjoy the benefits of an online course with the reassurance of dedicated support when you need it. The Medical Billing program includes access to three professional support teams—student support, technical support, and graduate support. All of these teams are committed to helping you:

- Learn the material thoroughly
- Graduate quickly
- Successfully move into the workforce