

Medical Billing & Coding PROGRAM



NOW with both ICD-9 & ICD-10-CM training and exclusive access to the American Medical Association's (AMA) online materials, and interactive resources.



*B*lackstone Career Institute's distance learning programs enable you to learn a new career at your own pace without disrupting your present job or lifestyle. Upon completion, you will have a Medical Billing & Coding certificate, along with the skills and confidence necessary to obtain employment in one of the fastest growing career fields.

The Job of the Future

Medical billing and coding professionals work in every medical office, clinic, hospital, and insurance firm, making important contributions to the delivery of quality healthcare. As one of the fastest growing careers, advancement opportunities in health information technology continue to expand.

CALL: 800.826.9228 • **VISIT:** blackstone.edu • **EMAIL:** info@blackstone.edu
1011 Brookside Road, Suite 300 • Allentown, PA 18106

Why Choose Medical Billing & Coding

The Career

Depending on the size of the facility, medical billing and coding can be one job or it may be distinguished as two separate jobs. The job of the medical biller entails knowing the methods of billing patients, understanding various collection methods, completing medical billing and claim forms, and coding. Medical billers must know how to explain charges and communicate effectively with patients and insurance companies.

Medical coders assign a code to each diagnosis and procedure on claim forms that are submitted to health insurance companies. Codes exist for all types of medical encounters, services, tests, treatments, and procedures provided in a medical office, clinic, or hospital. Classification manuals and software programs assist medical coders in doing their job efficiently.

Job Opportunities

Medical billers and coders—often called health information technicians—can utilize their skills in a variety of healthcare facilities including hospitals, nursing homes, medical group practices, clinics, and home health agencies. Other settings that may employ health information technicians are insurance firms and public health departments. Additional opportunities exist for home employment.

Employment Outlook

As insurance and governmental regulations become more complex and the U.S. population ages, the demand for medical billing and coding professionals continues to rise. Health information technology is one of the 20 fastest growing occupations in the United States. This career field is expected to grow by 21%, much faster than the average for all occupations through 2020, due to rapid growth in the number of medical tests, treatments, and procedures which will be increasingly scrutinized by third-party payers, regulators, courts, and consumers.

What You Can Earn

Many factors are considered when calculating salary for medical billing and coding specialists such as location, job title, education level and years of experience. According to the U.S. Dept. of Labor, Bureau of Labor and Statistics, the middle 50 percent of medical billers and coders earn up to \$39,490.

Certification

Students who graduate from Blackstone's Medical Billing & Coding program are qualified to sit for the Certified Coding Associate (CCA) exam administered by the American Health Information Management Association (AHIMA), as well as the Certified Medical Reimbursement Specialist (CMRS) exam from the American Medical Billing Association. After gaining work experience, graduates can take the American Academy of Professional Coders' Certified Professional Coder (CPC) exam. Becoming certified in your field can lead to a higher salary and more advancement opportunities.

YOUR Program Overview

Units 1 through 18

1. Blackstone's Skills for Success
2. Introduction to Computers, Keyboarding and Office Technology
3. Anatomy and Medical Terminology 1-An Introduction
4. Anatomy and Medical Terminology 2
5. English Usage and Written Communication
6. Anatomy and Medical Terminology 3
7. Anatomy and Medical Terminology 4
8. Introduction to Pharmacology
9. Professional Development and Medicolegal Ethics
10. Introduction to Insurance Billing and Coding 1
11. Introduction to Insurance Billing and Coding 2
12. Introduction to Insurance Billing and Coding 3
13. Medical Office Practice 1
14. Medical Office Practice 2
15. Medical Office Practice 3
16. Practical Application of Coding 1
17. Practical Application of Coding 2
18. How to Find a Job in Healthcare

What you receive WITH YOUR program

- *Essentials of Pharmacology for Health Occupations* by Ruth Woodrow, Cengage Learning
- *Insurance Handbook for the Medical Office* by Marilyn T. Fordney, Elsevier
- *Code Manager Online: Elite* American Medical Association (AMA) Publishers
You will have online access to coding manuals: ICD-9 and ICD-10, HCPCS II and CPT with Study Unit 10 if you are on a payment plan.
- *Computers in the Workplace (CiMO)* by Susan Sanderson, McGraw-Hill
- *Step-By-Step Medical Coding: A Comprehensive Guide* by Carol J. Buck, Elsevier
- *Stedman's online Medical Dictionary for the Health Professions and Nursing*
- *Blackstone Typing Tutor*
- *Online Student Center*
- *Graduation Documents*

A Blackstone Education Provides...

Superior Student Services

You are not alone when studying with Blackstone. While there is no formal campus or classrooms, we offer assistance to our students that is second to none.

Program Assistance

Our education department is simply a phone call, fax, or e-mail away if you need help with your course studies. Use our toll-free number to access our staff or e-mail your questions 24 hours a day, 7 days a week.

Thorough Testing

Eighteen multiple-choice exams, chapter self-checks, and a required keyboarding assignment assist us in assessing your understanding of the concepts taught. Online testing is available through our Online Student Center.

Ample Time

Students are permitted up to one year to complete the program. There are no formal classes to attend, so you can study when and where it suits you.

Affordable Tuition

Our Medical Billing & Coding Program remains one of the most reasonably priced in the country. Your tuition cost covers your entire program including all e-books, electronic resources, study guides and study units, exam and homework evaluation services, access to the Online Student Center, and your certificate.

Financial Assistance

Blackstone serves all branches of the military and accepts 100% tuition assistance for its career training programs. Whether you are in the Air Force, Army, Coast Guard, Marines, Navy or National Guard, you can use Tuition Assistance to pay for your Blackstone education. Military spouses can enroll using the MyCAA Program, which pays 100% of their tuition. Veterans can obtain tuition assistance under the G.I. Bill. Find out today if you are eligible by contacting Blackstone.

Many employers offer benefit programs to reimburse employees for tuition expenses. Check with your employer to see if you are eligible.

Payment plans are available for financing your career training. Call Blackstone at 800-826-9228 to find out more today!

Online Student Center

Included with your tuition, you will have online access to your study guides and study units, exams, grades, discussion boards, and more.

The Blackstone Facebook Page

Become a member of one of the premier social networking sites to chat with other students and share career advice. This is a great tool to keep you up to date on the latest news from Blackstone. www.facebook.com/Blackstone Career Institute

The Blackstone Career Center

Provides job search strategies, a job search databank, and career resources.

LICENSURE, ACCREDITATION & MEMBERSHIPS

Blackstone Career Institute's credentials are your assurance that Blackstone meets quality educational and business standards set by reputable organizations that have assessed our programs and business operations. Blackstone is:

- Licensed by the State Board of Private Licensed Schools, Department of Education, Commonwealth of Pennsylvania
- Nationally accredited by the Accrediting Commission of the Distance Education and Training Council, Washington, D.C.
- Regionally accredited by the Middle States Commission on Secondary Schools, Philadelphia, PA.
- An accredited member of the Better Business Bureau with a rating of A+
- Member of the Greater Lehigh Valley, PA Chamber of Commerce



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