What Medical Records and Health Information Technicians Do:

Medical records and health information technicians, commonly referred to as health information technicians, organize and manage health information data. They ensure its quality, accuracy, accessibility, and security in both paper and electronic systems. They use various classification systems to code and categorize patient information for insurance reimbursement purposes, for databases and registries, and to maintain patients’ medical and treatment histories.

How to Become a Medical Records or Health Information Technician:

Health information technicians typically need a postsecondary certificate to enter the occupation, although they may have an associate’s degree. Many employers also require professional certification.

Job Outlook:
Employment of health information technicians is projected to grow 22 percent from 2012 to 2022, much faster than the average for all occupations. The demand for health services is expected to increase as the population ages.

### Program Overview:

**Medical Billing & Coding, CPC & CMBS:**
- CE270 Clinical Foundations (72 Hours)
- CE221 Introduction to Medical Coding (51 Hours)
- CE239 Professional Medical coding Curriculum (86 Hours)
- CE228C Medical Reimbursement & Billing (42 Hours)
- CE2241 Billing Certification Review (10 Hours + 2 Hour Exam)

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### Course Listings:

#### CE270 Clinical Foundations
This course is a required pre-requisite. In this course students will build, analyze, and define medical words using suffixes, roots, and suffices. Students will also learn to identify the organs and structures of the body systems and use root and combining forms to describe these areas.

*Please note: Course is waived if a 70% or higher is achieved on the Clinical Foundations Assessment*

*Includes books and materials*

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#### CE221 Introduction to Medical Coding
This course is a required pre-requisite for participants with limited or no medical coding experience. Students examine all of the major code sets and become proficient in the layout, formatting, concepts, and application of each code set as well as the ability to maneuver through the respective manuals.

*Please note: Course is waived if a 70% or higher is achieved on the Introduction to Medical Coding Assessment*

*Includes professional edition coding manuals, textbook, and materials*

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#### CE239 Professional Medical Coding Curriculum (PMCC)
This course provides the OFFICIAL CURRICULUM of the AAPC which prepares students for the CPC Exam. All aspects of the coding manuals are covered, as well as coding practices, ethics, and standards. This is a practice-based program that provides students with ample exercises, quizzes, and other metrics to allow consistent measurement of their coding knowledge, and their ability to sit for the national exam.

*Please note: Students without 2 years of coding experience will receive a CPC-A*

*Includes textbook, workbook, practice exam, supplemental materials, All Day Coding Review, AAPC Student Membership, and two attempts at the CPC Exam*

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#### CE228C Medical Billing & Reimbursement
This course is a pre-requisite for the Billing Certification Review Course. Students will learn and demonstrate an understanding of the basic terminology of medical insurance reimbursement, record and enter diagnosis and procedure codes for services rendered to patients, schedule appointments, as well as gather and record patient information. Students will also develop an understanding of the specifics of commercial carriers.

*Includes books and materials*

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#### CE2241 Billing Certification Review
In this course, students will prepare for and take the national exam to obtain National Certification as a Certified Medical Billing Specialist (CMBS) through the Medical Association of Billers (MAB). This course is approved for 10 CEU’s through the AAPC.

*Includes books and materials, MAB Student Membership and CMBS Exam*

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**Call for information on funding sources for this program. Some or all of your tuition may be covered by a State Agency if qualified.**

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