

# MEDICAL BILLING, BASIC CERTIFICATE



College(s): MX

Program Code: 0395

The Basic Certificate in Medical Billing is designed to provide students with the suitable education and hands-on skills necessary for entry-level positions as medical insurance billers for offices, clinics, billing services, and other facilities. Students will develop application skills for a variety of classification systems to code for reimbursement, databases and registries, and the maintenance of patients' medical and treatment histories. Students learn how to accurately process health insurance claims with an emphasis on all aspects of medical insurance including: plan options, payer requirements, state and federal regulations, abstracting of source documents, the accurate completion of claims, along with the coding of diagnoses and procedures/services. In addition, students acquire knowledge about major insurance programs, the healthcare delivery system in the United States, and federal healthcare legislation. The content of this program also includes the study of origin and purpose, along with content, order, analysis, use of medical records, methods of retrieving, numbering, and the retention of health information. The focus of the program is on correlating health information with billing procedures in different healthcare settings. After the completion of the Medical Billing Basic Certificate the students can seamlessly transfer all of their credits earned in the Medical Billing program and have an opportunity to continue their education in the Medical Coding Advanced Certificate program.

For more information on the Medical Billing program at Malcolm X College, visit the program website (<https://www.ccc.edu/colleges/malcolm-x/departments/Pages/Medical-Billing.aspx>).

## Program Requirements

Code	Title	Hours
<b>Required Program Core</b>		
BIOLOGY 116	Introduction to Anatomy And Physiology <sup>1</sup>	4
or BIOLOGY 226	Human Structure and Function I and Human Structure and Function II	
& BIOLOGY 227		
CIS 120	Introduction to Computer Applications	3
HIT 101	Foundations of HIT	3
HIT 102	Medical Billing	4
HIT 110	Medical Terms for HIT Professionals	3
<b>Total Hours</b>		<b>17</b>

<sup>1</sup> Effective Spring 2024, BIOLOGY 226 & 227 may substitute for BIOLOGY 116

## Pathway

This is an **example course sequence** for students interested in earning a degree in Health Information Technology. It does not represent a contract, nor does it guarantee course availability. If this pathway is followed as outlined, you will earn a Basic Certificate (BC) in Medical Billing.

## Semester-by-Semester Program Plan for Full-Time Students

All plans can be modified to fit the needs of part-time students by adding more semesters.

Semester 1		Hours
BIOLOGY 116	Introduction to Anatomy And Physiology <sup>1</sup>	4
CIS 120	Introduction to Computer Applications	3
HIT 101	Foundations of HIT	3

HIT 102	Medical Billing	4
HIT 110	Medical Terms for HIT Professionals	3
Hours		17
Total Hours		17

<sup>1</sup> BIOLOGY 226 & BIOLOGY 227 can substitute for this class, effective Spring 2024.

Choose your courses with your College Advisor.

Careers

This program can prepare students for the jobs listed below. Click on each one to learn more, including average earnings, annual job openings, and how much education people in that field have. For additional guidance and resources on career options, current City Colleges students and alumni can contact the Career Services Office (<https://www.ccc.edu/departments/Pages/Career-Services.aspx>).

Medical Records Specialists

Job Description

Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the healthcare system. Classify medical and healthcare concepts, including diagnosis, procedures, medical services, and equipment, into the healthcare industry's numerical coding system. Includes medical coders.

Salary Based on Experience Level

Take a look at the average hourly/annual earnings for this career in Cook County

Lightcast earnings figures are based on OES data from the BLS and include base rate, cost of living allowances, guaranteed pay, hazardous-duty pay, incentive pay (including commissions and bonuses), on-call pay, and tips.

Annual Wages

Entry-Level 10 <sup>th</sup> Percentile	\$33,379
Median 50 <sup>th</sup> Percentile	\$47,147
Senior-Level 90 <sup>th</sup> Percentile	\$73,204

Hourly Wages

Entry-Level 10 <sup>th</sup> Percentile	\$16
Median 50 <sup>th</sup> Percentile	\$23
Senior-Level 90 <sup>th</sup> Percentile	\$35

Annual Job Openings

181 annual openings in Cook County

National Education Attainment

Here, you can see the level of education that people in this career complete.

Degree Program	% of Jobs
A high school diploma or less	48.06%
A certificate	10.94%

Some college	20.57%
An Associate degree	19.93%
A Bachelor's degree	0.50%
A Master's or Professional degree	0.00%
A Doctoral degree or more	0.00%

0.50% continue their education beyond an associate degree

Health Information Technologists and Medical Registrars

Job Description

Apply knowledge of healthcare and information systems to assist in the design, development, and continued modification and analysis of computerized healthcare systems. Abstract, collect, and analyze treatment and followup information of patients. May educate staff and assist in problem solving to promote the implementation of the healthcare information system. May design, develop, test, and implement databases with complete history, diagnosis, treatment, and health status to help monitor diseases.

Salary Based on Experience Level

Take a look at the average hourly/annual earnings for this career in Cook County

Lightcast earnings figures are based on OES data from the BLS and include base rate, cost of living allowances, guaranteed pay, hazardous-duty pay, incentive pay (including commissions and bonuses), on-call pay, and tips.

Annual Wages

Entry-Level 10 <sup>th</sup> Percentile	\$32,133
Median 50 <sup>th</sup> Percentile	\$47,461
Senior-Level 90 <sup>th</sup> Percentile	\$100,078

Hourly Wages

Entry-Level 10 <sup>th</sup> Percentile	\$15
Median 50 <sup>th</sup> Percentile	\$23
Senior-Level 90 <sup>th</sup> Percentile	\$48

Annual Job Openings

38 annual openings in Cook County

National Education Attainment

Here, you can see the level of education that people in this career complete.

Degree Program	% of Jobs
A high school diploma or less	48.06%
A certificate	10.94%
Some college	20.57%
An Associate degree	19.93%
A Bachelor's degree	0.50%
A Master's or Professional degree	0.00%
A Doctoral degree or more	0.00%

0.50% continue their education beyond an associate degree

# Medical Transcriptionists

## Job Description

Transcribe medical reports recorded by physicians and other healthcare practitioners using various electronic devices, covering office visits, emergency room visits, diagnostic imaging studies, operations, chart reviews, and final summaries. Transcribe dictated reports and translate abbreviations into fully understandable form. Edit as necessary and return reports in either printed or electronic form for review and signature, or correction.

## Salary Based on Experience Level

Take a look at the average hourly/annual earnings for this career in Cook County

Lightcast earnings figures are based on OES data from the BLS and include base rate, cost of living allowances, guaranteed pay, hazardous-duty pay, incentive pay (including commissions and bonuses), on-call pay, and tips.

### Annual Wages

Entry-Level 10 <sup>th</sup> Percentile	\$23,466
Median 50 <sup>th</sup> Percentile	\$40,071
Senior-Level 90 <sup>th</sup> Percentile	\$62,962

### Hourly Wages

Entry-Level 10 <sup>th</sup> Percentile	\$11
Median 50 <sup>th</sup> Percentile	\$19
Senior-Level 90 <sup>th</sup> Percentile	\$30

## Annual Job Openings

89 annual openings in Cook County

## National Education Attainment

Here, you can see the level of education that people in this career complete.

Degree Program	% of Jobs
A high school diploma or less	16.73%
A certificate	38.89%
Some college	33.65%
An Associate degree	10.73%
A Bachelor's degree	0.00%
A Master's or Professional degree	0.00%
A Doctoral degree or more	0.00%

0.00% continue their education beyond an associate degree