



MEDICAL INSURANCE CODING & BILLING SPECIALIST

KNOW THE WHY...MASTER THE HOW.



ALASKA CAREER COLLEGE

Life Changing Career Training for over 30 Years!

Use your technical expertise to ensure accurate medical insurance billing. Earn a career in a professional medical practice as part of your program of study.

As an Insurance Coding and Billing Specialist, you will play an integral role in your employer's office by helping your employer collect monetary reimbursements from patient insurance providers. You will assess patient records and classify levels of claims for reimbursement using detailed healthcare coding systems. Your work is essential to the success of your employer's medical business.

Graduate in 10.5 months.

Learn More About This Program...

CALL NOW! 907.563.7575

TOLL FREE 800-770-7575 • FAX 907-563-8330

1415 E. Tudor Road; Anchorage, Alaska 99507

careers@alaskacareercollege.edu

AlaskaCareerCollege.edu

AlaskaCareerCollege

EARN CERTIFICATIONS

Nationally Certified Insurance and Coding Specialist (NCICS)

— or —

Certified Professional Biller (CPB)

— or —

Certified Professional Coder (CPC)

Thought Patterns for Successful Careers

EMPLOYMENT OPPORTUNITIES

Hospital Administration

Ambulatory Surgery Centers

Health Care Practitioners Offices

Nursing, Extended Care and Assisted Living Facilities

Home Health Care

Hospice Care Organizations

Private Insurance Carriers

Coding and Billing Services

Municipal and State Agencies

MEDICAL INSURANCE CODING and BILLING

Specialized Courses

- Microsoft Windows, Word Excel, Outlook
- Medical Management and Electronic Health Records Medical Software
- Medical Front Office Management and Procedure Training
- National Medical Insurance Certification Preparation

Comprehensive Skills

- Electronic Claims Billing
- Processing Paper Claims
- Medical Terminology
- Financial Management
- Records Management
- Anatomy and Physiology
- HIPAA Basic Training for Healthcare Settings Certificate of Compliance
- Ambulatory Payment Classifications (APC)
- Coding Medical Reports

Advanced Skills

- Selecting and Reporting Diagnostic Codes- ICD-9-CM
- Selecting and Reporting Procedure Codes-CPT
- Universal Insurance Claim Forms CMS-1500 and UB-04
- Billing Guidelines
- Optical Scanning Guidelines
- Patient Confidentiality Regulations; Including Fax Transmissions, Internet and Telephone Procedures
- Assigning HCPCS National (Level II) Codes and Modifiers
- Processing Secondary Insurance Claims
- Abstracting Medical Reports
- Claims Collection of Past Due Accounts

Added Values

- HP Laptop
- Online Classes Available

Services and Resources

- Nationwide Job Placement Assistance
- Professional Resumes and Job Search Organizer
- Thought Patterns for a Successful Career Course
- Campus-wide WiFi
- Professional Business Cards

Competencies In Processing

- Blue Cross/Blue Shield Plans
- Medicare
- Medicaid
- Tri-Care
- Workers Compensation
- Other Third Party Insurance Companies

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