



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
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AlaskaCareerCollege.edu
AlaskaCareerCollege

EARN CERTIFICATIONS

Nationally Certified Insurance and
Coding Specialist (NCICS)
Certified Professional Coder (CPC)

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

Services and Resources

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

Competencies In Processing

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

CALL TODAY: **907.563.7575**

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