



MEDICAL BILLING PROGRAM





WHY MEDICAL BILLING?

As one of the largest industries in the country, healthcare offers millions of career opportunities. Healthcare's rapid growth is largely due to the country's aging population and the implementation of the Affordable Care Act, and medical billers are crucial to keeping healthcare facilities operating effectively. Medical billers' specific responsibilities vary from location to location but often include:

- Registering the patient and verifying their insurance coverage
- Collecting the information required to create a claim
- Working directly with the insurance company, healthcare provider, and patient to get a claim processed and paid
- Reviewing and appealing unpaid and denied claims
- Handling collections on unpaid accounts
- Managing the facility's Accounts Receivable reports
- Answering patients' billing questions

Medical billers can be found in almost every type of healthcare facility, including: hospitals, clinics, doctors' offices, skilled nursing facilities, and home health agencies, among others. There are even employment opportunities in insurance companies and at specialized medical billing firms. With the continued growth of the healthcare industry, the U.S. Department of Labor predicts that the demand for medical billers will increase by 15%, or over 29,000 new jobs, before 2024. These professionals also earn competitive wages—the Department of Labor reports that on average medical billers earn over \$40,000 a year.*

**U.S. Department of Labor, Bureau of Labor Statistics*

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WHAT YOU GET WITH THE CAREER STEP PROGRAM



For over 20 years, Career Step has been a leading provider of quality healthcare training. With a solid reputation for helping students gain the skills they need to get a job and excel in their new careers, Career Step training offers everything you need to succeed, including comprehensive curriculum, the flexibility to train on your own schedule, and live student and graduate support.

COMPREHENSIVE CURRICULUM

Train affordably without sacrificing quality. Developed by industry experts, the Career Step program includes training on various healthcare payers, the payment process, the changes brought about by the Affordable Care Act, bundled payments, and hands-on experience with common billing forms (including the 837, UB-04, and CMS-1500). You'll graduate prepared to earn the Certified Billing and Coding Specialist (CBCS) certification, and tuition even includes a voucher for the exam upon graduation! With Career Step's affordable tuition, you get high-quality online education for hundreds, or even thousands, less than at other schools!



FLEXIBLE ONLINE TRAINING

We understand the sacrifice it is to go back to school. That's why we try to make it as easy as possible by helping you complete your training on your schedule and at a pace that fits your busy life. Online training puts you in control, and now you can quickly and affordably gain the specialized skills you need to succeed in your new career as a medical biller. Secure the training flexibility and freedom you need to successfully start a new career!

LIVE STUDENT & GRADUATE SUPPORT

Career Step's online training format allows you to start at anytime, train on your own schedule, and move through the training as quickly as you want—but you're never alone. Career Step has dedicated Student and Graduate Support Advisors who are available by phone, email, and chat every step of the way. These advisors have years of professional experience and are here to help you graduate and successfully move into the workforce. We're committed to helping you achieve your goals because your success is our success!

PROGRAM OVERVIEW AND TIMELINE

Program Orientation	1
Computer Fundamentals	7
Medical Word Building	15
Healthcare Structure and Organization	25
Documentation and Confidentiality	20
Mastering Medical Language	23
Medical Coding Basics	20
Exploring Healthcare Reimbursement	30
Patient Billing and Collection	18
Claim Form Completion	20
Final Exam Preparation	1
TOTAL	180



“I didn’t see any cut backs in the medical billing field throughout the recession. The company I work for actually grew! This is currently a very high demand career in an ever-growing industry and well-trained professionals are needed.
– Holly, Medical Billing Professional”



TAKE THE FIRST STEP TODAY!

FOR MORE INFORMATION: 1-800-411-7073
ENROLL ONLINE: [CareerStep.com/enroll](https://www.CareerStep.com/enroll)