

## Job Outlook?

### U. S. Dept. of Labor

According to the U.S. Department of Labor, the Medical Billing & Coding field is growing “much faster than average,” and thousand of new jobs are created each year.

There are many employment opportunities for knowledgeable billing & coding personnel in medical offices, hospitals and clinics around the country. Skilled billing & coding personnel are in high demand. In recent years, there has been a rapid increase in medical tests, treatments, and procedures that will be increasingly scrutinized by health insurance companies, regulators, courts, and consumers.

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### **GRAY & ASSOCIATES, INC./ THE LEARNING CURVE**

710 W. Capitol St.  
Jackson, MS 39203

Phone: 601-352-5321  
E-mail: learningcurve01@aol.com

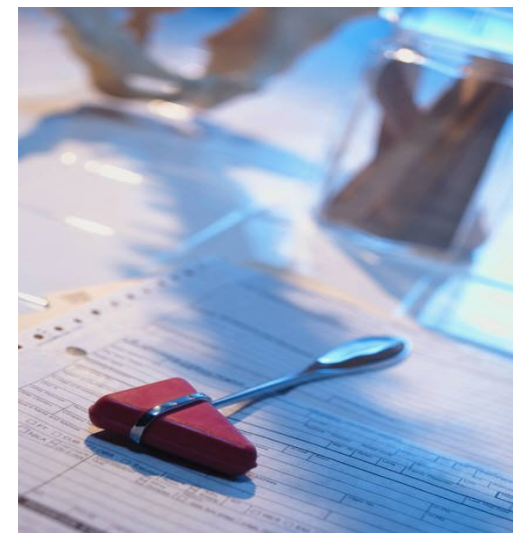
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**CAREER ADVANTAGE@**

**THE  
Learning Curve**

A Division of Gray & Associates, Inc.

## Medical Billing & Coding



**710 W. Capitol St.  
Jackson, MS 39203  
(601) 352-5321**

# Medical Billing & Coding

## Program Overview

The Medical Billing & Coding Program prepares individuals for employment in a medical insurance billing or other medical-clerical position in a doctor's office or clinic, or to start their own home-based billing service. For those individuals wishing to further their education in the medical field, this program provides a firm foundation. They will understand the importance of accurate, complete, and consistent coding practice for the production of quality healthcare data.

## Program Goals

Students in this program will learn to:

- Perform the day-to-day tasks associated with medical billing, medical coding and completing insurance forms
- Analyze medical records and assign codes to diagnoses and procedures
- Organize record to used for patient billing, insurance claims and account management
- Communicate with other healthcare personnel to clarify diagnoses or obtain additional information, if needed

This career-focused and fast track approach gives students the advantage of achieving these goals within 4 to 6 months. A certificate is awarded upon completion.



## Admissions Process

- Application
- High School Diploma or GED
- Career Counseling Session



## Job Responsibilities

Some typical tasks for the Medical Billing & Coding professional may include:

- Registering of patient information
- Performing insurance verification, pre-authorization and referral tasks
- Preparing and posting transactions on day sheets, charge tickets and patient accounts
- Coding and billing insurance claims
- Collecting patient payments and performing collection activities

## Medical Billing & Coding Careers

Upon successful completion of this program students may choose the following occupations:

- Coding Specialist
- Medical Office Receptionist
- Insurance Secretary
- Medical Information Secretary
- Medical Records Clerk



## Labor Statistics

According to the U. S. Bureau of Labor Statistics, median annual earnings medical billing & coding personnel were \$28,850 in May 2006. The middle 50 percent earned between \$24,080 and \$34,970. The lowest 10 percent earned less than \$20,140, and the highest 10 percent earned more than \$41,750.

For more information about this program call us @ (601) 352-5321.