

How do I register?

Choose one of these options:

ONLINE

Available 8 a.m. to midnight. Have your VISA, MasterCard, American Express, or Discover card handy. Visit www.hccexpress.net, and follow the instructions. If you need help, call 410-772-4825 weekdays 8:30 a.m. to 5 p.m.

FAX

Fax your registration form and credit card information for VISA, MasterCard, American Express, or Discover, including account number and expiration date, to **410-772-4333**. Credit card information must accompany faxed-in registration. (Please allow two days for processing.) If you register at least seven days before your class begins, you will receive a confirmation in the mail.

IN PERSON

Visit the Registration Office in the Student Services Building, Room 233. *Hours:* 8:45 a.m.—8:00 p.m. Monday through Thursday; 8:45 a.m.—5:00 p.m. on Fridays.

MAIL

Send the registration form with credit card information for VISA, MasterCard, American Express, or Discover, or enclose a check payable to Howard Community College (please put name, address, home and business phone numbers on the check), and mail to:

Howard Community College
ATTN: Lock Box Cashier RCF 203
10901 Little Patuxent Pkwy
Columbia, MD 21044-3197

(Allow a week for processing.)

(continued on next panel)

PHONE

You may use this option IF you have taken an HCC class within the past two years and are paying for registration using VISA, MasterCard, American Express, or Discover. Dial **410-772-4310** and follow the recorded instructions. If you register at least seven days before your class begins, you will receive a confirmation in the mail. *Note:* This option is not available once a class starts.

Where can I get more information?

Call Regina Roberts at 410-772-4944 (*Note:* All HCC phone numbers will be changing in mid-to-late fall of 2009, so you may want to use the following email option:

Email Regina at rroberts@howardcc.edu.

To view courses being offered in the current term, visit the web at www.howardcc.edu (click on “Continuing Education”) or, if you live outside Howard County or in an apartment, call 410-772-4823 to request our current *Noncredit Schedule of Classes* brochure. (Note the information about our changing phone numbers above.) Each season this brochure is mailed out to all single family residences in Howard County.



Division of Continuing Education
& Workforce Development
10901 Little Patuxent Pkwy Ste HR-100
Columbia, MD 21044-3197
www.howardcc.edu

MEDICAL BILLING & CODING COURSES AND CERTIFICATION

Frequently Asked Questions



Division of Continuing Education
& Workforce Development



What is the difference between medical billing and medical coding?

Medical Insurance Billing Specialists are required to have basic coding knowledge and extensive billing skills. Their work involves following insurance processing guidelines, data entry of charges, electronic submission of insurance claims, posting insurance payments, etc.

Medical Coding Specialists are required to have basic billing knowledge and extensive coding knowledge. They must have extensive skills and knowledge on how to translate the documentation of medical procedures into the most appropriate code or codes for optimum reimbursement. Their work involves knowing disease processes, identifying the principal diagnosis, morbid conditions, complications, and principle procedures in order to apply coding rules and guidelines to inpatient and outpatient records. They provide coding in a hospital (inpatient and outpatient), physician's office, clinic, rehabilitation facility, etc. Training for coders involves medical knowledge and is therefore more intensive.

Accordingly, medical coders tend to earn higher salaries, and their certification is recognized as a higher credential than that of a medical biller.

Where can I get a job in these fields?

Organizations that hire medical billers and coders include hospitals, physician's offices, rehabilitation centers, managed care facilities, clinics, other health care facilities, and insurance companies.



What is the salary range?

Starting salaries for medical billers and coders are about \$30,000-34,000, depending on the organization and the region of the country. The median salary for medical billers is about \$31,236. For coders, it's somewhat higher. Experienced billers have the potential to earn salaries ranging from \$32,000 to \$42,000, and for medical coders the figure can go higher.

What certifications do I need?

For Medical Billing:

At some organizations, you do not need certification in order to find employment. However, many organizations, including those paying the highest salaries, require certification from the American Medical Billing Association (AMBA) by passing the Certified Medical Reimbursement Specialist (CMRS) exam.

For Medical Coding:

Certification is usually required by most hiring organizations and is achieved by passing the Certified Coding Associate (CCA), Certified Coding Specialist Physician-Based (CCS-P), or Certified Coding Specialist (CCS) exams. Certifying organizations include the American Health Information Management

Association (AHIMA) and American Academy of Professional Coders (AAPC).

For maximum career advancement potential:

you can pursue certification in *both* fields!

Where do I start?

First, for Medical Insurance Billing courses you must have basic computer skills in Microsoft Word, Windows, Excel, and the Internet. (If you need to brush up, HCC offers noncredit courses in all those topics and more.) For medical coding coursework, all beginners in the coding track must take the following four courses):

- Medical Terminology
- Anatomy/Physiology for Medical Insurance Billers/Coders
- Introduction to Medical Coding I-ICD-9-CM
- Introduction to Medical Coding II-CPT & HCPCS

What do I take next?

You then choose your track: Medical Insurance Billing or Medical Coding (or both).

For **Medical Insurance Billing**, you will need to take these courses:

- Medical Insurance Billing A-Z Part One
- Medical Insurance Billing A-Z Part Two

For **Medical Coding**, you will need to take these courses:

- Advanced Medical Coding I – Physicians Coding
- Advanced Medical Coding II – Hospital Coding/Inpatient
- Advanced Medical Coding III – Hospital Coding/Outpatient

(See reverse side for more information)