

american  
career  
college

one change changes everything™

MBC

Train For A Career In

# Medical Billing & Coding

DIPLOMA PROGRAM



We all dream of **success**.  
Our goal is to help you achieve it.



## Meet American Career College

With over 40 years of experience in healthcare training and more than 50,000 alumni in California, ACC is here to help you make your goals a reality.

Our classes are modeled after real-life scenarios, using the same medical tools and equipment you'll use on the job. That way, you're prepared to jump in on your very first day. We provide education focused on real-world skills and knowledge, giving our students the opportunity to change their lives for the better.

### What is a Medical Biller and Coder?

Medical billers and health claims examiners interact with patients and insurance companies to accurately record procedures and discuss payment options. They code patients' medical information for reimbursement purposes and can perform other secretarial duties using their knowledge of medical terminology and hospital, clinic, or laboratory procedures<sup>1, 2</sup>. Medical billers are needed in different kinds of healthcare facilities, including physicians' offices, dentists' offices, and hospitals.<sup>1</sup>

### Program Overview

Our program is designed to familiarize students with medical billing software and help them develop the skills they need to work in a healthcare setting.

## Medical Billing and Coding Program

The Medical Billing and Coding program is divided into seven learning units called modules. The modules are designed to stand alone, so you can tackle them in any order. Once you have completed all seven modules, you'll gain real-life experience through a 220-hour externship.

### Medical Billing and Coding Skillset



**Proficiency in Industry Software and Forms**

Track patient health by learning to use electronic health record and billing software.



**Revenue Management Style**

Understand claim processing cycle and identify a rejected or denied claim form.



**Understand Medical Terminology**

Includes pathophysiology and pharmacology relating to those body systems.

<sup>1</sup> <https://www.labormarketinfo.edd.ca.gov/cgi/databrowsing/occExplorerQSDetails.asp?searchCriteria=medical+secretaries&careerID=&menuChoice=occExplorerer&geogArea=0601000000&soccode=436013&search=Explore+Occupation>

<sup>2</sup> <https://www.labormarketinfo.edd.ca.gov/OccGuides/detail.aspx?Soccode=292071&Geography=0601000000>

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**MBC-101** Clock Hours 80 | Quarter Credits 6**Medical Office Procedures\***

In this module, students will gain an understanding of daily operations in a medical office. Professional communication, interpersonal skills, building a growth mindset and medical office policies and procedures will also be discussed. Students will also learn anatomy and physiology of the integumentary system and the structure and function of cells and tissues. Medical terminology, pathophysiology and pharmacology related to these systems will also be discussed. Surgery coding guidelines will be introduced. Students will learn the basic identification and method of code assignments, coding, and classification systems in order to assign valid diagnostic and/or procedure codes using ICD-10, CPT, and HCPCS manuals. Students will also become familiar with and improve their keyboarding skills and use the Medisoft billing software. By the end of this module students should feel comfortable using coding manuals to locate and assign diagnostic and procedural codes relating to the integumentary system, cells, tissues, neoplasms, and the surgery section of the CPT manual.

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**MBC-201** Clock Hours 80 | Quarter Credits 6**Claims Processing\***

Students will gain an understanding of the complete cycle of claims processing in this module. They will also learn how to recognize form locators and the sections they apply to on a CMS-1500 form as well as understand plan participation and payment methods. In addition students will learn how to differentiate between a rejected and denied claim form. Students will also learn anatomy and physiology of the cardiovascular, lymphatic, and immune systems. Pathophysiology and pharmacology related to these systems will also be discussed. Pathology and Laboratory services and procedure coding guidelines will be introduced. Students will learn the basic identification and method of code assignments, coding, and classification systems in order to assign valid diagnostic and/or procedure codes using ICD-10, CPT, and HCPCS manuals. Professionalism topic about effective communication will also be covered. By the end of this module students should feel comfortable using coding manuals as well as logic based computerized coding and Medisoft billing software.

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**MBC-301** Clock Hours 80 | Quarter Credits 6**Hospital Billing and Coding\***

In this module, students will gain an understanding of hospital organizational structures, billing systems, and coding of inpatient procedures. Students will become familiar with the Uniform Bill 2004 (UB-04) form and its application to hospital billing. Hospital reimbursement system such as Diagnosis Related Groups (DRG), Resource-Based Relative Value Scale (RBRVS), and Ambulatory Payment Classification (APC) will be discussed. Students will also learn anatomy and physiology of the muscular and skeletal systems. Medical terminology, pathophysiology and pharmacology related to these systems will also be discussed. Radiology coding guidelines will be introduced. Students will learn identification and method of code assignments, coding, and classification systems in order to assign valid diagnostic and/or procedure codes using ICD-10, CPT, and HCPCS manuals. Students will also become familiar with and improve their keyboarding skills, as well as use the Medisoft billing software. By the end of this module students should feel comfortable using coding manuals to locate and assign diagnostic and procedural codes relating to the muscular and skeletal systems and the radiology section of the CPT manual. Career preparation and professionalism skills are covered in this module, such as career portfolio building and resume writing.

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**MBC-401** Clock Hours 80 | Quarter Credits 6**Medical Law and Ethics\***

Students will gain an understanding of the legal and ethical aspect of healthcare in this module. Student will become familiar with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) as well as the Occupational Health and Safety Administration (OSHA) requirements for the medical office setting. Legal requirements regarding patient's privacy and confidentiality will also be discussed. Students will also learn anatomy and physiology of the male and female reproductive systems as well as the endocrine system. Medical terminology, pathophysiology and pharmacology related to these systems will also be discussed. Inpatient surgery coding guidelines will be introduced. Students will learn the basic identification and method of code assignments, coding, and classification systems in order to assign valid diagnostic and/or procedure codes using ICD-10, CPT, and HCPCS manuals. Students will also become familiar with and improve their keyboarding skills, as well as use of the Medisoft billing software. By the end of this module students should feel comfortable using coding manuals to locate and assign diagnostic and procedural codes relating to the male and female reproductive systems as well as the endocrine system, and the inpatient surgery section of the CPT manual. Students will also improve upon their interviewing skills.

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**MBC-501** Clock Hours 80 | Quarter Credits 6**Reimbursement and Collections Methods\***

In this module, students will study the use of coded data and health information in reimbursement and payment systems appropriate to all healthcare as well as managed care settings. Contemporary prospective payment systems and charge master maintenance and evaluation of fraudulent billing practices will be covered. Capitation, fee-for-service, relative value unit (RVU), and usual, customary, and reasonable (UCR) reimbursement methods will be discussed. Students will learn to interpret an Explanation of Benefits (EOB) for purposes of collection and payment. Students will also learn anatomy and physiology of the digestive and urinary systems. Medical terminology, pathophysiology and pharmacology related to these systems will also be discussed. Medicine coding guidelines will be introduced. Students will learn identification and method of code assignments, coding, and classification systems in order to assign valid diagnostic and/or procedure codes using ICD-10, CPT, and HCPCS manuals. Students will also become familiar with and improve their keyboarding skills, as well as use of the Medisoft billing software. By the end of this module students should feel comfortable using coding manuals to locate and assign diagnostic and procedural codes relating to the digestive and urinary systems and the medicine section of the CPT manual. Students will become familiar with how to manage their time appropriately.

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**MBC-601** Clock Hours 80 | Quarter Credits 6**State and Government Health Plans\***

Students will learn about state and government health plans such as Medicare, Medicaid, Tricare, CHAMPVA, Workers' Compensation, and Disability in this module. Students will learn to complete the CMS1500 Claim form under government program guidelines. The National Correct Coding Initiative (NCCI) will be introduced. The Affordable Care Act as it relates to state and government programs will be discussed. Students will also learn anatomy and physiology of the respiratory system. Medical terminology, pathophysiology and pharmacology related to this system will also be discussed. Anesthesia coding guidelines will be introduced. Students will learn the basic identification and method of code assignments, coding, and classification systems in order to assign

valid diagnostic and/or procedure codes using ICD-10, CPT, and HCPCS manuals. Students will also become familiar with and improve their keyboarding skills, as well as use of the Medisoft billing software. By the end of this module students should feel comfortable using coding manuals to locate and assign diagnostic and procedural codes relating to the respiratory system and the anesthesia section of the CPT manual. Students will become familiar with understanding diversity and ethics in the workplace.

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**MBC-701** Clock Hours 80 | Quarter Credits 6**Managed Care and Private Health Plans\***

In this module, students will gain an understanding of managed care organizations including HMO's and PPO's. Private insurance plans will also be discussed. Students will also learn anatomy and physiology of the nervous system and special senses. Medical terminology, pathophysiology and pharmacology related to these systems will also be discussed. Evaluation and Management coding guidelines will be introduced. Students will learn identification and method of code assignments, coding, and classification systems in order to assign valid diagnostic and/or procedure codes using ICD-10, CPT, and HCPCS manuals. Students will also become familiar with and improve their keyboarding skills, as well as use of the Medisoft billing software. By the end of this module studentst should feel comfortable using coding manuals to locate and assign diagnostic and procedural codes relating to the nervous system, special senses and the evaluation and management section of the CPT manual. Additionally, students will learn about goal setting and achieving goals.

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**EXT-MBC****Externship**

Clock Hours 220 | Quarter Credits 8.5

Upon successful completion of all modules, Medical Billing and Coding students participate in 220-hours of externship. The externship module enables students to have the opportunity to demonstrate and reinforce the knowledge and skills presented and practiced throughout the training program. Prior to students going on site, they will complete 20 hours of work site professionalism curriculum. This content builds upon the students ability to work well with others, finalize their resume, improve interviewing skills, and manage their time on their externship site. Externs work under the direct supervision of qualified personnel at the externship site under the general supervision of college staff. Supervisory personnel evaluate externs and the evaluations are placed in the student's permanent record. Students must complete their externship training to fulfill graduation requirements.

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**PROGRAM TOTAL:** 780 Clock Hours  
50.5 Quarter Credits

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\*Courses delivered in a blended format, a combination of online and on ground.



“ Since I don’t like the sight of blood and my typing skills are excellent, I decided to train to become a medical biller. That decision changed my life. American Career College helped me get an externship and I was hired upon graduating! ” - TIMOTHY R. 2011

## Start Your **Change** Today



### Accreditation

The Los Angeles, Anaheim, and Ontario campuses are institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES). ABHES: 6116 Executive Blvd., Suite 730, North Bethesda, MD 20852, (301) 291-7550 / [www.abhes.org](http://www.abhes.org).

Campus Locations	Orange County	Ontario	Los Angeles
<b>Accrediting Bureau of Health Education Schools (ABHES)</b>			
<b>Retention Rates:</b> Based on the calculation required by ACC’s accrediting body, ABHES. ABHES defines retention rate as the number of graduates plus students who enrolled as of June 30, 2021, divided by the number of students who were in school from July 1, 2019 to June 30, 2020 and were still enrolled as of July 1, 2020 plus new starts during the reporting period and students who reentered between July 1, 2020 and June 30, 2021.	92%	80%	85%
<b>Placement Rates:</b> Based on the calculation required by ACC’s accrediting body, ABHES. ABHES defines retention rate as the number of graduates plus students who were still enrolled as of June 30, 2021, divided by the number of students who were in school from July 1, 2019 to June 30, 2020 and were still enrolled as of July 1, 2020 plus new starts during the reporting period and students who reentered between July 1, 2020 and June 30, 2021.	80%	80%	80%
<b>California Bureau for Private Postsecondary Education (BPPE)</b>			
<b>On-time Completion Rates:</b> The number of students who completed the program within 100% of the published program length who were scheduled to graduate in 2020 divided by the number of students who began the program who were scheduled to complete the program within 100% of the published program length within 2020 and excludes all students who cancelled during the cancellation period, minus the number of students who have died, been incarcerated, or been called to active military duty.	44%	32%	40%
<b>Placement Rates:</b> The number of students who completed the program within 100% or 150% of the published program length who were scheduled to graduate in 2020 and are gainfully employed in the field divided by the number of graduates available for employment. Graduates employed in the field means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of 35 days employment. For occupations for which the state requires passing an examination, the six month period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.	57%	50%	51%
<b>Program Costs</b>			
Includes tuition and fees for the entire program, and assumes normal completion. Tuition and fees are subject to change.	\$20,260.00	\$20,260.00	\$20,260.00
<b>O*Net Occupation Titles</b>			
	<b>SOC Code</b>	<b>Links to Occupational Profiles on O*Net</b>	
Insurance Claims Clerks: Claims Representative, Customer Service Representative (CSR), Claims Service Representative, Claims Technician, Claims Examiner, Claims Processor, Claims Customer Service Representative (Claims CSR), Insurance Specialist, Claims Adjudicator, Claims Adjuster	43-9041.01	<a href="http://www.onetonline.org/link/summary/31-2021.00">http://www.onetonline.org/link/summary/31-2021.00</a>	
Insurance Policy Processing Clerks: Account Manager, Administrative Underwriter, Account Administrator, Agency Service Representative, Associate Financial Representative, Field Secretary, Customer Service Technician, Insurance Analyst, Premium Representative, Processing Clerk	43-9041.02	<a href="http://www.onetonline.org/link/summary/43-9041.02">http://www.onetonline.org/link/summary/43-9041.02</a>	
Medical Secretaries: Medical Secretary, Receptionist, Unit Support Representative, Office Manager, Medical Receptionist, Patient Relations Representative (PRR), Front Office Manager, Health Unit Coordinator, Medical Office Specialist, Patient Coordinator	43-6013.00	<a href="http://www.onetonline.org/link/summary/43-6013.00">http://www.onetonline.org/link/summary/43-6013.00</a>	
Correspondence Clerk: Correspondence Coordinator, Correspondence Clerk, Correspondence Representative, Dispute Resolution Analyst, Chargeback Specialist, Correspondent, Dispute Specialist, Beneficiary Correspondent, Claims Correspondence Clerk, Medicare Correspondence Representative	43-4021.00	<a href="http://www.onetonline.org/link/summary/43-4021.00">http://www.onetonline.org/link/summary/43-4021.00</a>	
To obtain a list of the objective sources of information used to substantiate the salary disclosures please refer to the California Employment Development Department website at: <a href="http://www.labormarketinfo.edd.ca.gov/ocguides/Search.asp">http://www.labormarketinfo.edd.ca.gov/ocguides/Search.asp</a> . ACC provides career guidance and assistance but cannot guarantee employment. Programs lengths vary by schedule and session. The opinion is the individual’s sole opinion and not necessarily representative of that of the school, any instructor or any other student.			

### Location

Los Angeles, Orange County, and Ontario campuses

### Duration

Approximately 9 months

### Schedule

2 days a week on-campus, the rest online

### Enrollment Requirements

- Some of the admissions requirements include:
- » Must be at least 18 or have a parent’s or guardian’s signature
  - » Must have a high school diploma or the equivalent
  - » Must take and pass entrance exams
- Be sure to speak with an admissions advisor to get all the necessary information to apply for the Medical Billing and Coding program.

### Instructional Equipment

Here are some of the exciting tools you will get hands-on experience with: billing and coding references (CPT, ICD-CM, and HCPCS manuals), medical office software, word processing software, medical claims software textbook and e-text materials, online course material, and lab equipment

**americancareercollege.edu**  
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