



american  
career  
college

one change changes everything™



MB

Train For A Career In

# Medical Billing

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DIPLOMA PROGRAM



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



## Meet American Career College

With more than 45 years of experience in healthcare training and more than 60,000 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?

Medical billers work at healthcare facilities, collecting data for billing purposes and verifying information on insurance claims forms. They can work in a variety of settings, including physicians' offices, hospitals, dental offices, and more.<sup>1</sup>

### Program Overview

Our program offers 100% online coursework designed to familiarize students with medical billing software and help them develop the skills they need to work in a healthcare setting.

## Medical Billing Program

The Medical Billing program is divided into six learning units called modules. You can complete these entirely online, giving you the flexibility to study wherever it's convenient for you. Once you have completed all six modules, you'll gain real-life experience through a 180-hour externship.

### Medical Billing Skillset



**Proficiency in Industry Software and Forms**

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



**Revenue Cycle Management**

Understand the 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> State of California Employment Department, Occupational Profile, "Claims and Policy Processing Clerks," <https://labormarketinfo.edd.ca.gov/cgi/databrowsing/occExplorerDetails.asp?searchCriteria=&careerID=439041&menuChoice=occExplorer&soccode=439041&geogArea=0601000000&countyName=&selectAll=on&Wages=on&Employment+Projections=on&Job+Openings=on&Licensing+Requirements=on&Occupation+Statistics=on&Training+Programs=on&Skills+and+Tasks=on&Similar+Occupations=on&search=Explore+Occupation>

State of California Employment Development Department, Occupational Profile, "Medical Secretaries," <https://labormarketinfo.edd.ca.gov/cgi/databrowsing/occExplorerQSDetails.asp?searchCriteria=medical+secretaries&careerID=&menuChoice=occExplorer&geogArea=0601000000&soccode=436013&search=Explore+Occupation>



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**MB100**

Clock Hours 80 | Quarter Credits 6

**Medical Billing Procedures**

By the end of this module, students should gain proficiency in the daily operations of medical and dental billing procedures. Students will further get to know the revenue cycle and learn to recognize different types of health and dental insurance, as well as logic-based computerized billing software. In addition, students will develop proficiency in regular/day-to-day office procedures.

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**MB200**

Clock Hours 80 | Quarter Credits 6

**Claims Processing**

By the end of this module, students should gain proficiency in the complete cycle of the claim, how to recognize form locators, and the sections they apply on a CMS-1500 claim form. Students will gain understanding in plan participation and payment methods that connect to the revenue cycle, as well as logic-based computerized billing software. In addition, students will develop proficiency in regular/day-to-day office procedures.

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**MB300**

Clock Hours 80 | Quarter Credits 6

**Hospital Billing**

By the end of this module, students should gain an understanding of hospital organizational structures and billing systems, and will become familiar with Uniform Billing (UB-04) and its application to hospital billing. Hospital-based reimbursement systems such as Diagnosis Related Groups (DRG), Resource-Based Relative Value Scale (RBRVS), and Ambulatory Payment Systems (APC) will be discussed, as well as logic-based computerized billing software. In addition, students will develop proficiency in regular/day-to-day office procedures.

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**MB400**

Clock Hours 80 | Quarter Credits 6

**Reimbursement and Denial Management**

By the end of this module, students should gain proficiency in the reimbursement methods of health plans and recognize and develop competence in plan participation and payment methods. Students will further develop proficiency in a practical application through the interpretation of remittance advice and the differentiation between denied and rejected claims.

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**MB500**

Clock Hours 80 | Quarter Credits 6

**Managed Care and Private Health Plans**

By the end of this module, students should gain proficiency in understanding managed care organizations including HMOs and PPOs. Students will further develop proficiency in reimbursement methods of health plans and recognize and develop competence in a practical application through the interpretation of remittance advice and the differentiation between denied and rejected claims.

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**MB600**

Clock Hours 80 | Quarter Credits 6

**State and Government Health Plans**

By the end of this module, students should gain proficiency in understanding state and government health plans including Medicare, Medicaid, Tricare, CHAMPVA, Worker's Compensation, and Disability. Students will further develop proficiency in reimbursement methods of government plans and recognize and develop competence in a practical application through the interpretation of remittance advice and the differentiation between denied and rejected claims.

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**EXT-MB**

Clock Hours 180 | Quarter Credits 7

**Externship**

Upon successful completion of all modules, Medical Billing students participate in 180 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 online worksite professionalism curriculum. This content builds upon the student's 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:****660** Clock Hours  
**43** Quarter Credits

“ 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

ACC is 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).

### Student Outcome Information

#### Accrediting Bureau of Health Education Schools (ABHES)

Ontario: <https://americancareercollege.edu/legal/abhes>

#### California Bureau for Private Postsecondary Education (BPPE)

Ontario: <https://americancareercollege.edu/uploads/School-Performance-Fact-Sheets-Ontario-Campus.pdf>

### Program Costs

<https://americancareercollege.edu/catalog/current/financial-information/program-tuition-and-fees/diploma-programs-tuition>

### O\*Net Occupation Titles

#### SOC Code

#### Links to Occupational Profiles on O\*Net

Insurance Claims and Policy Processing Clerks: Claims Adjudicator, Claims Analyst, Claims Clerk, Claims Customer Service Representative (Claims CSR), Claims Processor, Claims Representative (Claims Rep), Claims Technician (Claims Tech), Insurance Analyst, Policy Analyst, Underwriting Assistant

43-9041.00

<http://www.onetonline.org/link/summary/43-9041.00>

Billing and Posting Clerk: Account Services Representative (Account Services Rep), Biller, Billing Clerk, Billing Coordinator, Item Processing Clerk (IP Clerk), Medical Biller, Pre-Audit Clerk, Statement Clerk, Statement Distribution Clerk, Statement Services Representative (Statement Services Rep)

43-3021.00

<http://www.onetonline.org/link/summary/43-3021.00>

Medical Secretaries and Administrative Assistants: Clinic Office Assistant, Front Desk Receptionist, Medical Office Specialist, Medical Receptionist, Medical Secretary, Physician Office Specialist, Secretary, Unit Clerk, Unit Support Representative, Ward Clerk

43-6013.00

<http://www.onetonline.org/link/summary/43-6013.00>

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: <https://www.labormarketinfo.edd.ca.gov/Occupational-Guides.html> 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

Ontario campus

## Duration

Approximately 7 months

## Schedule

Fully online with an in-person externship

## 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 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, and online course material.

[americancareercollege.edu](http://americancareercollege.edu)  
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