

MEDICAL BILLING AND NSURANCE CLERK CERTIFCATE PROGRAM

This course will equip students in the medical industry with the required skills to effectively discharge their duties using the medical software available in the Medical and billing department. Student will learn how to verify patient identification and insurance information, billing and process payments, coding, maintain databases records.

PROGRAM	UNITS	ELEGIBILITY	DURATION	MODE OF STUDY	INTAKE
MEDICAL BILLING & INSURANCE CLERK	Medical Terminology Introduction to Medical Coding Intermediate Medical Coding & Billing Electronic Health Records MS Office Core Law, Ethics & HIPAA Customer Relations Communication Basic Statistic Analysis Keyboarding 35WPM Exams	High School Certificate	20Week Program	Online	Ongoing