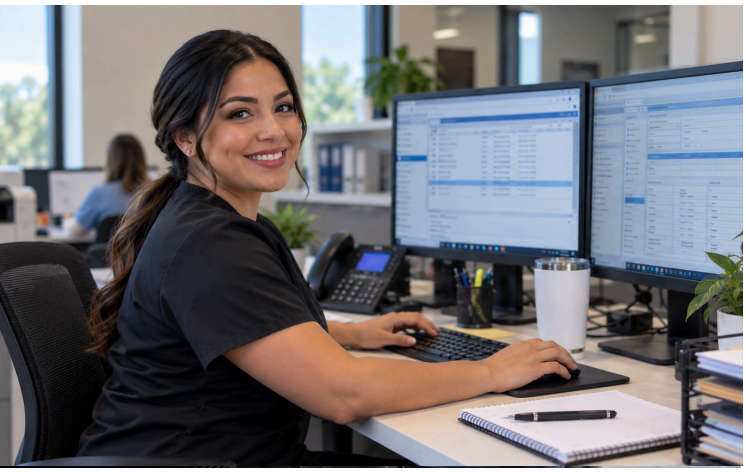
MEDICAL BILLING, CODING, & ADMINISTRATIVE TRAINING

Complete in Less than 5 Months | Multiple Certifications



- Instructor Led Training
- Available Online or In Person
- Day and Evening Class Options
- Exam Vouchers Included

CCA AHIMA | CMAA Certified Medical Administrative Assistant | CEHRS Certified Electronic Health Records Specialist

Medical Billing, Coding, & Administrative Training provides students with the knowledge and practical skills needed to succeed in today's healthcare environment. Graduates will be ready to pursue positions such as billing clerk, coding specialist, medical receptionist, or office administrator.

ASSOCIATED JOB TITLES

- Medical Receptionist
- Coding Specialist
- Billing Clert
- Office Administrator

SUBJECT DESCRIPTION

Medical Administrative Assistant:
Students will gain the knowledge and skills to manage medical office workflows, including medical terminology, scheduling, patient intake, check-in/check-out, and communication with patients, caregivers, and providers. Students will also learn healthcare law, ethics, compliance, billing and revenue cycle fundamentals, and daily office operations.

Electronic Health Records Specialist:
Students will gain the knowledge and skills to operate and support electronic health record systems in clinical and non-clinical settings. Students will learn EHR navigation, patient data management, clinical documentation, point-of-care workflows, coding and claims data entry, regulatory compliance, and financial and clinical reporting

Medical Billing and Coding:
The students will gain knowledge & skills required to assign and sequence diagnosis and procedure codes across inpatient, outpatient, and physician settings. Students will learn reimbursement methodologies, coding compliance, and how to abstract and interpret health record data to support accurate code assignment.

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