



## Certificate of Achievement / Associate Degree Program **MEDICAL BILLING AND CODING**



### About This Program

Carrington's Medical Billing and Coding program prepares students for entry-level employment preparing various health claim forms using medical billing software. They acquire a working knowledge of human anatomy and medical terminology, as well as comprehension of the legal, ethical and regulatory standards of medical records management. The program culminates in a Certificate of Achievement or Associate of Science degree.

Important information about the educational debt, earnings and completion rate of students who attended this program can be found at [carrington.edu/cc/mbc](http://carrington.edu/cc/mbc).

Program availability varies by location. Carrington College reserves the right to update information as it becomes available. For the most updated information, visit [carrington.edu](http://carrington.edu).

### General Education Coursework

Students in Carrington College's certificate programs complete technical coursework and participate in a career development seminar.

In Carrington College's degree programs, students also complete a broad base of general education course offerings focusing on:

- English composition
- Computer literacy
- Mathematics
- Social sciences
- Science

### Technical Coursework

Instruction combines theory and practice to meet the competencies needed to be a medical biller and coder. Students learn to accurately interpret medical records, including diagnoses and procedures of health care providers, as well as to document and code the information for submission to insurance companies. For the final phase of the campus-based program, students participate in a 180-hour externship; online students engage in a capstone project.

Carrington's academic catalog, available at [carrington.edu/carrington-college/catalog](http://carrington.edu/carrington-college/catalog), provides the most current and detailed program information, including admission and graduation requirements.



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### **Careers in Medical Billing and Coding**

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The medical billing and coding field employs professionals who are responsible for the organization and accurate maintenance of patient medical records. These files track data about patients' symptoms, medical history, X-ray and laboratory test results, diagnoses and health care-related treatment. Medical billing and coding professionals ensure that this information is entered into computerized medical record systems. Additionally, medical billing and coding professionals must regularly communicate with physicians to ensure accuracy, clarify diagnoses and obtain supplementary information to update patients' files. They are often also responsible for the timely and accurate submission of complex insurance documents.

Carrington's Medical Billing and Coding certificate and degree-completion programs prepare students for entry-level employment in a variety of health care environments such as:

- Medical offices
- Independent billing companies
- Dental offices
- Clinics

Graduates may find employment as medical billers, medical insurance specialists, medical secretaries, and medical records and health information technicians.

### **Knowledge and Skills**

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Upon completion of the Medical Billing and Coding, graduates will be able to:

- Demonstrate the skills and knowledge necessary to perform medical coding and process medical insurance billing and claims within the health care setting.
- Perform clerical functions and communicate with other professionals, patients and visitors in the health care setting.
- Demonstrate the ability to apply critical thinking, work collaboratively, communicate clearly and act professionally.

### **Accreditation, Approvals and Program Availability**

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Carrington College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC/WASC), 10 Commercial Blvd., Suite 204, Novato, CA 94949, 415 506 0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the US Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at [accjc.org](http://accjc.org).

For comprehensive information on Carrington's accreditation, licenses and approvals, visit [carrington.edu/accreditation](http://carrington.edu/accreditation).

The Medical Billing and Coding program is offered to new students at:

ALBUQUERQUE, NM	PLEASANT HILL, CA
BOISE, ID	PORTLAND, OR
CITRUS HEIGHTS, CA	SACRAMENTO, CA
GLENDALE LEARNING CENTER*, AZ	SAN JOSE, CA
LAS VEGAS, NV	SAN LEANDRO, CA
MESA, AZ	SPOKANE, WA
PHOENIX NORTH, AZ	STOCKTON, CA
	TUCSON, AZ

\* Certificate is awarded from the Phoenix North campus.