



# Career Certificate in Medical Billing

You've chosen the ideal training ground for a medical billing career. This course prepares you with the special skills necessary to process insurance claims, interpret policies from different insurance carriers, initiate billing procedures, and comply with federal insurance regulations.

## Course Outline

### Orientation to Online Learning

- Lesson 1: Introduction to Health Insurance & Managed Care
- Lesson 2: The Insurance Claim and Regulatory Considerations
- Lesson 3: Completing the CMS-1500 and Commercial Claims
- Lesson 4: Blue Cross Blue Shield Plans
- Lesson 5: Medicare
- Lesson 6: Medicaid
- Lesson 7: TRICARE and Workers' Compensation
- Lesson 8: ICD-10-CM Coding
- Lesson 9: CPT Coding
- Lesson 10: HCPCS and CMS Reimbursement Issues
- Lesson 11: Coding for Medical Necessity

## Career Profile

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Medical billing specialists work closely with both doctors and patients. They read patient charts, consult with medical providers, interact with insurance companies, create invoices and file claims. Their work is vitally important and relies on absolute accuracy.

## Employment Opportunities

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Employment of medical billing specialists is expected to grow along with the huge expansion of jobs in the healthcare industry. As people live longer, medical visits, tests and treatments increase – all of which must be billed. Medical billing specialists are in demand in:

- Clinics
- Public and private hospitals
- Long-term care facilities
- Doctors' and dentists' offices
- Outpatient surgery centers

Your career certificate shows that you have specialized, entry-level skills, and this should impress many prospective employers. Interested in furthering your education? You can apply your career certificate credit toward completion of an Ashworth College degree program.

## What You Need

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There are no prerequisites for this course.

## What You Get

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- Customized lesson book and study guide
- *ICD-10-CM 2013 and Current Procedural Technology*
- Tutorial assistance and open-book, online exams
- Convenient online student support
- Career search and time management guides

*Note: The Medical Terminology Career Certificate course is strongly recommended as a prerequisite to this course.*

# Career Certificate in Medical Office Assistant Administrative Procedures

Managing a medical office is challenging, exciting and vitally important to all kinds of health care practitioners. Your future can be secure with this well-rounded introduction to directing the administrative activities of a private medical practice, hospital section or clinic department.

## Career Profile

Medical office administrators play a key role in various aspects of organizing the medical office. From billing to budgeting, hiring staff to maintaining patient charts, they enjoy busy careers that are worthwhile and satisfying.

## Employment Opportunities

Employment of medical and health services managers is expected to grow by 22% through 2020, with some 68,000 new jobs to fill.\* The growth follows the expansion of the healthcare industry as a whole in response to an aging population. Demand is particularly high in medical group practices as they become larger and more complex. Medical office assistants are in demand in:

- Clinics
- Hospitals
- Outpatient care centers
- Rehabilitation centers
- Doctors' offices
- Home health care services
- Nursing care facilities

Your career certificate shows that you have specialized, entry-level skills, and this should impress many prospective employers. Interested in furthering your education? You can apply your career certificate credit toward completion of an Ashworth College degree program.

## What You Need

There are no prerequisites for this course.

## What You Get

- Textbook: *Administrative Procedures for Medical Assisting*
- Medical encyclopedic dictionary
- Customized lessons and study guide
- Tutorial assistance and open-book, online exams
- Convenient online student support
- Career search and time management guides

\*U.S. Department of Labor

## Course Outline

### Orientation to Online Learning

- Lesson 1: A Day in the Life of a Medical Office Assistant
- Lesson 2: Medical Terminology
- Lesson 3: Medical Insurance Processing and Coding
- Lesson 4: Safety in the Medical Office
- Lesson 5: Legal and Ethical Issues
- Lesson 6: Effective Medical Office Communication
- Lesson 7: Using Office Equipment and Computers
- Lesson 8: Managing Correspondence and Supplies
- Lesson 9: Managing the Flow of Medical Records
- Lesson 10: Telephone Techniques and Scheduling
- Lesson 11: Patient Reception and Education
- Lesson 12: Medical Coding and Insurance Claims Processing
- Lesson 13: Medical Billing and Accounting



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# Career Certificate in Medical Office Assistant Clinical Procedures

Ready for a quick start to a rewarding medical career? This course provides you with a solid introduction to assisting doctors and other medical practitioners in the reception area, in the exam room, in the diagnostic lab, and in the records department.

## Career Profile

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Medical office assistants work closely with both doctors and patients. They greet and comfort patients, maintain patient charts, help guide and position patients during exams and procedures, assist in taking vital signs and more. And they are often the 'face' of the medical office.

## Employment Opportunities

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Job prospects for medical and dental assistants will be excellent through 2020. A 31% growth rate is forecast, with a total of 162,900 new jobs.\* Demand will be driven by expansion of the number of support personnel required to handle a broad variety of clerical and administrative duties in busy medical practices.

- Clinics
- Public and private hospitals
- Skilled nursing facilities
- Doctors' and dentists' offices
- Outpatient surgery centers
- Alternative health care practices

Your career certificate shows that you have specialized, entry-level skills, and this should impress many prospective employers. Interested in furthering your education? You can apply your career certificate credit toward completion of an Ashworth College degree program.

## What You Need

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There are no prerequisites for this course.

## What You Get

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- Textbook: *Clinical Procedures for Medical Assisting*
- Customized lessons and study guide
- Tutorial assistance and open-book, online exams
- Convenient online student support
- Career search and time management guides

\*U.S. Department of Labor

## Course Outline

### Orientation to Online Learning

- Lesson 1: Anatomy and Physiology:  
Organization of the Body and Integumentary, Skeletal and Muscular Systems
- Lesson 2: Anatomy and Physiology: Nervous, Circulatory, and Immune Systems
- Lesson 3: Anatomy and Physiology:  
Respiratory, Digestive, and Endocrine Systems
- Lesson 4: Anatomy and Physiology: Special Senses and Urinary and Reproductive Systems
- Lesson 5: Medical Office Environments
- Lesson 6: Assisting with Patients
- Lesson 7: Specialty Practices
- Lesson 8: Physical Therapy and Medical Emergencies
- Lesson 9: Laboratory Procedures
- Lesson 10: Nutrition and Diagnostic Equipment
- Lesson 11: Pharmacology and Drug Administration

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# Career Certificate in Medical Terminology

Are you interested in a health care career? You'll need a basic understanding of the language of medicine and this course gives you a strong start. You'll learn the anatomical structures and functions of the human body, and how the names for common diseases, abnormalities, diagnoses, procedures and treatments are formed.

## Career Profile

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A career in the medical field can encompass a broad range of roles and duties. Whether you aspire to work directly with patients, assist a specialist, or work in a clerical or administrative capacity, an understanding of medical terminology is essential. It is the common bond of communication within the healthcare field.

## Employment Opportunities

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Nationwide, healthcare represents more than 17% of the gross national product. And annual healthcare expenditures are rapidly approaching the \$3 trillion mark. You've chosen the perfect time to prepare for this fast-growing industry.

Your career certificate shows that you have specialized, entry-level skills, and this should impress many prospective employers. Interested in furthering your education? You can apply your career certificate credit toward completion of an Ashworth College degree program.

## What You Need

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There are no prerequisites for this course.

## What You Get

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- Textbook: *Medical Terminology with Human Anatomy*
- Customized lessons and study guide
- Tutorial assistance and open-book, online exams
- Convenient online student support
- Career search and time management guides

## Course Outline

### Orientation to Online Learning

- Lesson 1: Introduction to Medical Terminology and Structure of the Human Body
- Lesson 2: The Integumentary System
- Lesson 3: The Skeletal and Muscular Systems
- Lesson 4: The Digestive System
- Lesson 5: The Cardiovascular, Blood, and Lymphatic Systems
- Lesson 6: The Respiratory and Nervous Systems
- Lesson 7: The Urinary and Endocrine Systems
- Lesson 8: Ears and Eyes
- Lesson 9: Reproductive Systems
- Lesson 10: Oncology, Radiology, and Nuclear Medicine



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# Career Certificate in Medical Transcription Fundamentals

Medical transcriptionists need specific, hands-on skills and this course is an ideal way to learn them. You'll gain a fundamental grasp of the most frequently encountered diseases, diagnoses and treatments associated with the body's major anatomical systems. And practice exercises give you hands-on experience transcribing a variety of medical case reports.

## Career Profile

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Medical transcriptionists work closely with doctors and other medical practitioners in a variety of healthcare environments. They convert voice recordings into written reports, interpreting medical terminology to prepare patients' medical histories, discharge summaries and other documents. They often enjoy the freedom of a flexible schedule, working as subcontractors or from home-based offices.

## Employment Opportunities

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Employment of medical transcriptionists is expected to grow 6% through 2020\*. The volume of healthcare services should continue to expand, resulting in a growing number of medical tests and procedures, all of which will require transcription. Medical transcriptionists are in demand in:

- Clinics
- Public and private hospitals
- Emergency care centers
- Doctors' and dentists' offices
- Outpatient surgery centers
- Long-term care facilities

Your career certificate shows that you have specialized, entry-level skills, and this should impress many prospective employers. Interested in furthering your education? You can broaden your skills in our Medical Transcription Career Diploma course.

## What You Need

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A computer with a CD drive and Microsoft® Word. There are no prerequisites for this course.

## What You Get

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- Textbook: *Medical Transcription: Fundamentals and Practice*
- Customized lessons and study guide
- CD-ROM and transcription foot pedal
- Tutorial assistance and open-book, online exams
- Convenient online student support
- Career search and time management guides

\*U.S. Department of Labor

## Course Outline

### Orientation to Online Learning

- Lesson 1: Medical Fundamentals and Perspectives on Medical Transcription
- Lesson 2: Style Guide
- Lesson 3: Transcribing for Dermatology, Otorhinolaryngology and Ophthalmology
- Lesson 4: Transcribing for Cardiology and Pulmonary Medicine
- Lesson 5: Transcribing for Gastroenterology and Endocrinology
- Lesson 6: Transcribing for Urology and OB-GYN
- Lesson 7: Transcribing for Orthopedics and Neurology
- Lesson 8: Transcribing for Psychiatry, Pathology and Radiology

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