



MEDICAL INSURANCE BILLER AND CODER

Distance Education Program

What will I do as a Medical Insurance Biller?

Medical Insurance Billers organize and manage health information data in health care organizations. They are responsible for maintaining the quality, accuracy and security of information in both paper and electronic systems, and use various classification systems to code and categorize patient information for insurance reimbursement purposes, for databases and registries, and to maintain patients' medical and treatment histories.

Administrative tasks include maintaining patient charts, keeping records related to accounts receivables and accounts payable, coding insurance forms, preparing computerized billing, scheduling appointments, preparing correspondence and transcribing doctor's orders and reports.

What careers are available after I graduate?

Medical Insurance Billers and Health Claims Examiners can be found working in physicians' offices, hospitals, clinical settings, large-group practices, HMOs, medical centers, medical facilities, nursing homes, specialized care centers and insurance companies.

Benefits of Online Learning

Distance Education programs offer opportunities to students who face challenges to attend traditional on-ground classes.

- Same quality of instruction as traditional classroom setting
- Classes are available online 24 hours a day 7 days a week, providing the flexibility to attend classes around work and family obligations
- Lessons can be paused and resumed at any time
- Communicate with instructors via chat and email without needing to wait for office hours
- Participate in discussions with classmates via online forums.
- Use technology and communication tools employed in the workplace
- Online programs reduce travel time and costs commuting to school

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