

PROFESSIONAL-TECHNICAL PROGRAMS

MEDICAL BILLING AND CODING MEDICAL RECEPTIONIST

**Explore Your Opportunities in an
Exciting Career Pathway!**

Medical Billing and Coding

Medical Billing and Coding specialists provide vital services to outpatient healthcare facilities. They process claims accurately and ethically to optimize reimbursements.

Specialist's responsibilities include coding diagnoses and procedures utilizing medical terminology to complete forms properly and staying up-to-date on Federal, state and local insurance guidelines to enable medical insurance claims to be paid promptly.

With updates occurring daily, and the need to access current information online, excellent computer skills are necessary.

Good communication skills are required to effectively coordinate between healthcare providers, patients and reimbursement agencies.

This is a high-demand occupation that provides many opportunities for people who are detail oriented and have excellent decision making skills.

Medical Receptionist

Students learn to properly greet patients and visitors. They make appointments, verify insurance information, prepare and maintain patient charts, use electronic methods to maintain patient records, answer phones and take accurate messages. Use of medical terminology and awareness of the implications of federal and state legal guidelines as they apply to ambulatory healthcare settings is stressed.

Get Started Today!

Faculty Advisors

Barbara Parker (360) 475-7679, bparker@olympic.edu

Joel Welter (360) 475-7741, jwelter@olympic.edu

Professional Technical Program Advisor

Steve Quinn (360) 475-7345, squinn@olympic.edu

Contact Admissions to Enroll

www.olympic.edu/current-students/getting-started/Admissions

Funding Options

are available through Workforce Development

(360) 475-7555

wfd@olympic.edu

Contact us to find out if you are eligible!

**Interested in Medical Billing
and Coding, or becoming a
Medical Receptionist?**

Check Out The Webpage!



Bremerton • Shelton • Poulsbo

Olympic College is an equal opportunity institution. Information about our non-discrimination policies is available at: olympic.edu/nondiscrimination-title-ix, 360-792-6050, 1600 Chester Ave., Bremerton, WA 98337-1699.

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OLYMPIC COLLEGE

MEDICAL BILLING AND CODING MEDICAL RECEPTIONIST



*New Classes Start
Every Quarter!*

*Comprehensive Degrees
and Specialized
Certificates
Start Here!*



Career Industries

- Physician offices
- Radiology Clinics
- Hospitals
- Rehabilitation Centers
- Long Term Care Facilities
- Laboratories
- Medical Insurance Companies

Check Out The
Medical Billing, Coding,
and Receptionist
Career Pathway



Wages

For median wages, labor market and wage data provided by the Washington State Employment Security Department go to:

<https://fortress.wa.gov/esd/employmentdata/>

How to Pay for College

You may be eligible for financial assistance!

Workforce Development Eligibility Survey
www.startnextquarter.org/

Financial Aid
www.olympic.edu/paying-college/financial-aid

The Washboard Scholarship Opportunities
<https://fortress.wa.gov/hecb/thewashboard/>

Program Prerequisites

Medical Billing And Coding
Certificate of Specialization (62-63 cr)

Medical Receptionist
Certificate of Completion (35-36 cr)

Students entering either the Medical Billing and Coding program or the Medical Receptionist program are required to take the Accuplacer placement test. Scores must place the student above English 99 to successfully enroll in all classes. Additionally, students must be able to type 35 wpm with 90% accuracy and place above Math 94 to enter the Medical Billing and Coding program.

The Medical Billing and Coding program requires a minimum of four quarters for completion. Both programs can be completed on a part-time basis. The student must complete all required courses with a minimum grade of 2.5 in each course to qualify for externships.

Prior to placement in externship, students must submit a completed application packet to the instructor. Application requirements include:

- Completed application,
- Proof of up-to-date immunization status and TB testing within one year,
- Purchase of malpractice insurance (available from the College Cashier's Office,
- Signed Confidentiality Statement,
- A Criminal History Information Background Check. A student who cannot pass a background check will not be able to successfully complete the program.

"The campus here is really great and supportive."

- Terry Bash, Student



"I really like the teachers because they are honest and you can talk to them. They want to do what's best for you and your outcome."

- Jacob Hutchinson, Student

