

## CAREER-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](mailto:bparker@olympic.edu)

Joel Welter (360) 475-7741, [jwelter@olympic.edu](mailto:jwelter@olympic.edu)

### Career-Technical Program Advisor

Steve Quinn (360) 475-7345, [squinn@olympic.edu](mailto:squinn@olympic.edu)

### Contact Admissions to Enroll

[www.olympic.edu/current-students/getting-started/Admissions](http://www.olympic.edu/current-students/getting-started/Admissions)

### Funding Options

are available through Workforce Development and Basic Studies

**(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 their 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](http://olympic.edu/nondiscrimination-title-ix), 360-792-6050, 1600 Chester Ave., Bremerton, WA 98337-1699.

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## CAREER-TECHNICAL PROGRAMS

OLYMPIC COLLEGE

# MEDICAL BILLING AND CODING MEDICAL RECEPTIONIST



*New Classes Start  
Every Quarter!*

*Comprehensive Degrees  
and Specialized  
Certificates  
Start Here!*



## Career Industries

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

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/](http://www.startnextquarter.org/)

Financial Aid  
[www.olympic.edu/paying-college/financial-aid](http://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 cr)

Students are required to take the Accuplacer placement test. Scores must place the student above MATH 094 and into English& 101, or alternatively complete ENGL99/101 with a 2.0 or higher to successfully enroll in all classes. Additionally, students must be able to type 30 wpm with 90% accuracy.

This 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.

### Medical Receptionist Certificate of Completion (35 cr)

Students are required to take the Accuplacer placement test. Scores must place the student into MATH 099, or alternatively complete MATH 094 with a grade of 2.0 or higher. Scores must also place the student into ENGL& 101, or alternatively complete ENGL 098 with a 3.0 or higher or ENGL 099 with a 2.0 or higher.

Students will be required to complete an application prior to placement in MEDA 141, Medical Receptionist Externship.

**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, signed Confidentiality Statement, Criminal History Information Background Check.

Students with a positive background check will not be able to complete either 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

