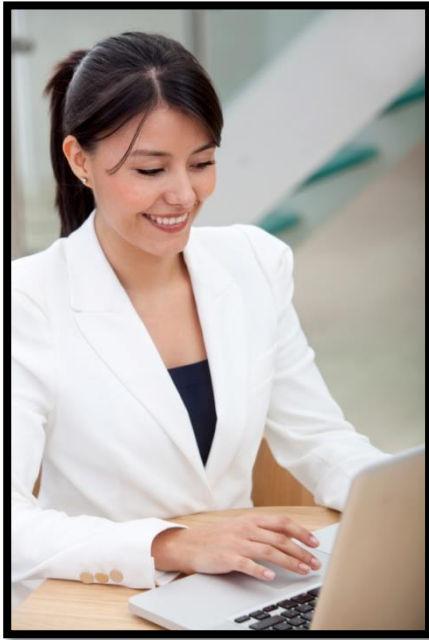


CERTIFIED BILLING AND CODING SPECIALIST (CBCS)

Offered Fall and Spring Term ONLY



The Billing and Coding Specialist program is a twelve to fourteen-week program* that consists of 194 hours of classroom, computer lab and clinical (preceptorship) instruction. At the conclusion of the program, graduates will be eligible to sit for the National Healthcare Association's Certified Billing and Coding exam (CBCS). (*An optional course may be available for currently employed, experienced coders preparing for the AAPC or AHIMA exam.*) Billing and Coding specialists are employed by hospitals, clinics, physicians' offices and other health care provider locations for the purpose of converting medical records to invoice/bill for medical care and services that have been provided.

Jeremiah's Hope Academy is an Eligible Training Provider for WIA in the State of Alabama. Check with your County's Career Center for more information.

"Training You Can Believe In"

St. Vincent's Birmingham
Jeremiah's Hope Academy
2800 University Boulevard
Birmingham, Alabama 35233
205-939-7263
www.jhacademy.org

Application Requirements:

A high school diploma or GED is required. Applicants must be at least 18 years old, complete a background check, drug screening, Work Keys academic placement test. Interviews are required. This process is lengthy and competitive but assures that students will be qualified to work in hospitals and healthcare institutions. Nonrefundable application fees required.

Training

- Training programs provide classroom instruction and supervised clinical experiences related to Billing and Coding procedures, interpersonal / communication skills, legal and ethical responsibilities, medical terminology, basic human anatomy, transcription of doctors' orders and employability skills. Supervised clinical experiences for Billing and Coding Specialists occur in a physician office or hospital setting. Successful completion of an approved program in Billing and Coding Specialist prepares the student to take the National Healthcare Career Certification Examination.
- **\$100 Application and Processing fee (non-refundable)**
- **Total Cost** (includes books, supplies and basic cert. fee): **\$1,820.50***
- Additional cost for clinical scrubs
- Additional certifications optional for additional fee

*Scholarships are available for those who qualify

Fees effective January, 2015 and are subject to change

Billing and Coding Specialist FAQs

Where do Billing and Coding Specialists work, what are their hours, and what do they do?

A Billing and Coding Specialist is responsible for accurately recording and processing data about patients, such as treatment records, insurance information, bills, and received payments. He or she codes a patient's diagnosis and requests payments from the insurance company or directly from the individual. Billing and Coding Specialists work in hospital, clinic and office settings. Full-time, part-time and flex-time positions are available, and some may include night and week-end shift opportunities.

What can the Billing and Coding Specialist expect in the workplace?

The Billing and Coding Specialist can expect to work in an office setting, using computers, telephone, office machines and paper records. This specialist may speak in person or on the telephone to insurance representatives, physicians or their staff, and patients. Teamwork, technical skills, and strong interpersonal skills are required for success in the field of Billing and Coding.

What are the physical demands of being a Billing and Coding Specialist?

This work demands long periods of sitting, and may include stooping, reaching, kneeling, occasional lifting/pushing, and walking.

What will the Billing and Coding Specialist training include?

The Billing and Coding Specialist training is a twelve- to fourteen-week program that incorporates classroom, interactive computer skills lab, and a clinical experience course in the hospital/clinical setting. Classroom instruction offers the Billing and Coding Specialist a wide variety of classes in Life Skills, human relations, introduction to healthcare, basic human structure, medical terminology, and faith based patient care which provides a holistic view of their role in healthcare provision.

What is the class schedule for Billing and Coding Specialist training at Jeremiah's Hope Academy?

The class schedule is dependent upon available classroom space, and is subject to change based upon the classroom needs of St. Vincent's Hospital Birmingham for meetings and training events. You can go to the website at www.jhacademy.org to see the most up to date class schedules.

Can I expect to find employment as a Billing and Coding Specialist?

Billing and Coding is a growing field and, with the current health care reform, the need is projected to increase. This career is listed on the Bureau of Labor Statistics as one that will continue to demand trained, competent employees.