

REGISTRATION INFORMATION

ADMINISTRATIVE MEDICAL SPECIALIST
WITH MEDICAL BILLING AND CODING

Web Based 300 Hours Registration Fee: \$1695*

*Prices include all materials!

To register, please call
(803) 593-9954 ext. 1277
or visit

<http://www.gatlineducation.com/aiken-tech/>

Questions? Send an email to
johnsonm@atc.edu



Aiken Technical College
Workforce & Business Development
PO Drawer 696
Aiken, SC 29802

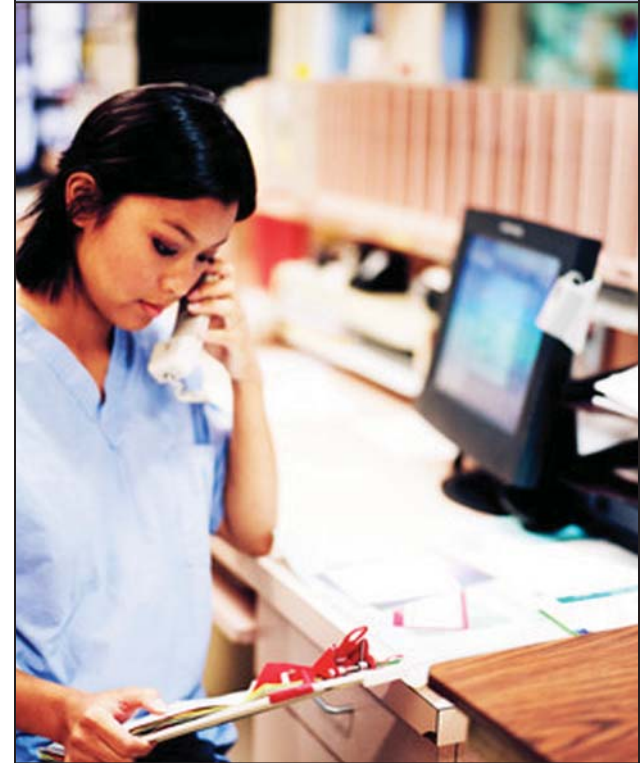
For information on financial assistance please visit
www.collegeloanapplication.com

For Student Loan Information, call: The Education Resources Institute (TERI) at (800) 255-8374, ext. #2 (The Customer Service Department can take your application over the phone.)

We do not discriminate based on creed, race or religion.

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Online Certificate Programs
in association with



ADMINISTRATIVE MEDICAL SPECIALIST

Course Overview

The medical industry is experiencing a tremendous demand for individuals with knowledge of medical office operations, which includes billing and coding, processing insurance forms, and using medical software. According to the American Medical Association, there are more than 1.2 million Medical Specialists in the United States. This profession is listed as one of the fastest growing professions in allied health. The Administrative Medical Specialist with Medical Billing and Coding will give you the skills you need to find the job YOU are looking for as an Administrative Medical Specialist (AMS), Medical Billing Specialist, and/or Medical Coder. In addition to the extensive Medical Billing information, you will be taught every aspect of the Medical Receptionist/Front Desk position. This includes scheduling appointments, industry-specific techniques for filing, proper protocol for patient interaction, and hands-on training with a Practice Management system used in many doctor's offices around the country. This program also provides preparation for the Certified Coding Associate (CCA) national certification exam. Upon successful completion of the Administrative Medical Specialist with Medical Billing and Coding course, you will be prepared for an entry-level position doing medical billing or coding in a medical office setting, and will be prepared to sit for the CCA national certification exam. (300 hours)

Job Description

Some typical tasks for the AMS include:

- *Receiving, making and documenting telephone calls.*
- *Scheduling appointments and registering of patient information.*
- *Performing insurance verification, pre-authorization and referral tasks.*
- *Preparing patient charts and maintaining medical records.*
- *Preparing and posting transactions on day sheets, charge tickets and patient accounts.*
- *Coding and billing insurance claims.*
- *Collecting patient payments and performing collection activities.*

How our online courses work

- **Begin when you wish.**
- **You are assigned an instructor for one-on-one assistance.**
- **Move at your own pace.**
- **Your work is evaluated, and 70% proficiency is required for a certificate.**
- **You should complete the course within 180 days, but you may request an additional 180-day extension.**
- **You will receive a certificate from Aiken Technical College upon successful completion.**

The courses are self-paced. Mentors respond to you, rather than the reverse. Each course has a set of lessons and exams.

Detailed outlines, demos and ratings are available at www.gatlineducation.com.

Course Outline

- Module 1 – Introduction to Healthcare
- Module 2 – Compliance, Law, & Ethics
- Module 3 – Medical Terminology
- Module 4 – Front Desk/Reception
- Module 5 – Diagnostic Coding
- Module 6 – Procedural Coding
- Module 7 – Insurance Billing
- Module 8 – Patient Billing and Collections
- Module 9 – Medisoft
- Module 10 – CCA Prep



The career of an administrative medical specialist is a challenging one with new opportunities arising continuously. Job security is high for an individual who understands claims processing and billing regulations, possesses sharp coding skills, and is successful in appealing under-paid or denied insurance claims. Recent surveys of medical office personnel Help Wanted advertisements indicate the need for individuals with these skills. With this online AMS program, you will learn the job skills they need to be successful candidates in the workforce.

Course Materials

With this program, you will receive the following materials:

- *A Guide to Health Insurance Billing*
- *Quick and Easy Medical Terminology*
- *Professional Review Guide for the CCA Examination*
- *Merriam-Webster's Medical Desk Dictionary*
- *2007 CPT-4*
- *2007 ICD-9-CM*
- *Patient Billing with Medisoft Advanced Student Software*
- *Administrative Medical Assisting with Workbook*
- *Medical Abbreviations*
- *Practice Insurance Claim Forms*

Please Note: This course prepares you for the CCA certification. You must also meet the Professional Association's Eligibility Requirements for the examination. The American Health Information Management Association's (AHIMA) eligibility requirement is a high school diploma or equivalent.