

Prepare for a Professional, Lasting Career in the Health Care Industry! Fast and Affordable!

Medical Biller Training Program

Program Summary: As a Medical Biller, you will process medical claims for a variety of insurance carriers. This program is designed to prepare students with the knowledge, competencies, and technical skills for entry-level positions as a Medical Biller. This course combines 126 hours of classroom instruction with a 120-hour externship to provide you with a complete learning experience.

Course Topics: Students will be introduced to major nationwide medical insurance programs, giving students a basic knowledge of the national diagnostic and procedural coding systems and introducing the process of filing claim forms. Students will learn how to process workers' compensation claims, personal injury, Medicare, and Medi-Cal/Medicaid claims. This program is designed to prepare students with the knowledge, competencies, and technical skills for entry-level positions as a Medical Biller. Introduction of major nationwide medical insurance programs provide students with a basic knowledge of the national diagnostic procedural coding systems and learn how to file claim forms.

Community Job Survey: Starting pay \$10 – 18 per hour. The job market for medical billing has been expanding steadily over the past decade, particularly for freelance billers who work from a home office.

Course Information: In addition to the 126 hours of classroom study, students will be required to complete a minimum of 120 hours of externship. Prior to placement in an externship, each participant will be required to show proof of completion of CPR for the healthcare provider, proof of a current physical examination, tuberculosis screening, and submit a resume. Obtaining CPR, physical, TB screening and resume is the student's responsibility. We do not guarantee externship placement unless the student's availability for the clinical externship includes a minimum of two standard business days (8:30-5:00) per week for 15 weeks.

Instructional Format: 246 hours of classroom and office-based instruction, (126-hours classroom instruction over 19 weeks and students will complete a 120-hour externship.)

Certification: Once you have established yourself in the profession, you may seek professional certification with one of several organizations.

Course Fee: \$1,999. Includes consumable supplies, externship, and course completion certificate and textbook.

Schedule: Evening and weekend courses offered. Flexible externship schedules available. See schedule for days and times classes are offered.

Prerequisites: In order to enroll, you must be at least 18 years of age and have earned a high school diploma or its equivalent. We recommend applicants have a medical background or at a minimum have completed a medical terminology course to succeed in this course. As most medical billing utilizes computers, competency in, or completion of, a basic computer operations course is required. Students are required to pass an English language and math pre-screening exam prior to final admittance into the course. (Math and Language assessment test is done at first class meeting.)



The Job Market for Medical Billing has been expanding steadily over the past decade.

**Class Starts
Saturdays,
October 25, 2008 – April 4, 2009
9:00 am – 4:30 pm
(19 Week Course)
No class: 11/29, 12/27, 1/3, 1/17 & 2/14)**

**Online & Phone Registration Available!
<http://gavilan.augusoft.net>
(408) 852-2801**

**Orientation: Saturday, September 27, 2008
Time: 10:00 -11:00am Room: Library 100**

For information, applications
& a schedule of courses contact:

**Gavilan College
Community Education
(408) 852-2801
commed@gavilan.edu**

Gavilan College is proud to support public/private partnerships that build a more productive workforce in California.