Medical Billing

TECHNICAL DIPLOMA Program Code: 31-106-5 | Downtown Milwaukee Campus

To perform the essential functions of healthcare administration, you will need a background that includes knowledge of office accounting, medical insurance and terminology, efficient office practices and basic human anatomy. This program covers this unique, broad spectrum.

Classes are taught at the Downtown Milwaukee Campus Health Education Center (HEC), 1311 North Sixth Street.

Career Outlook
The employment outlook is favorable in medical billing. In addition to healthcare facilities, medical billers work in medical schools and government agencies.

Workplace Competencies
Employers will expect graduates to:
- Demonstrate knowledge of insurance-related practices
- Demonstrate understanding of documents used in healthcare billing
- Demonstrate understanding of interpreting various insurance carriers’ EOB (Explanation of Benefits), EOR (Explanation of Review) or RA (Remittance Advice)
- Manage client information
- Communicate professionally in the healthcare environment

Admission Requirements
- A high school diploma or GED
- Demonstration of basic skills through a course placement assessment

Start dates: August and January

MILWAUKEE AREA Technical College
School of BUSINESS
Medical Billing Curriculum

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>OFTECH-136</td>
<td>Keyboard Skill Development 1 ‡</td>
<td>1</td>
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<tr>
<td>OFTECH-122</td>
<td>Business English Essentials</td>
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<tr>
<td>OFTECH-124</td>
<td>Medical Office Terminology 1</td>
<td>3</td>
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<td>ACCTG-102</td>
<td>Basic Office Accounting</td>
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<tr>
<td>COMPSW-106</td>
<td>Introduction to MS Office</td>
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<tr>
<td>NATSCI-189</td>
<td>Basic Anatomy</td>
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<tr>
<td>OFTECH-112</td>
<td>Computerized Medical Billing ‡</td>
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<td>OFTECH-125</td>
<td>Medical Office Terminology 2 ‡</td>
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<td>OFTECH-174</td>
<td>Medical Claims Reimbursement ‡</td>
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<td>RBUS-140</td>
<td>Medical Insurance Principles and Coding ‡</td>
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<tr>
<td>OFTECH-197</td>
<td>Medical Office Career Investigation ‡</td>
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**TOTAL CREDITS: 30**

# Prerequisite required.
Program curriculum requirements are subject to change.

For complete information, go to matc.edu/business/index.cfm

To apply for financial aid, visit fafsa.ed.gov
School Code: 003866

Possible Careers

- Hospital Medical Biller
- Laboratory Medical Biller
- Physician's Office Medical Biller

Related Programs

- Medical Administrative Specialist
- Health Information Technology

For more information:
matc.edu or 414-297-MATC
Wisconsin Relay System 711

Downtown
Milwaukee Campus
700 West State Street

Mequon Campus
5555 West Highland Road

Oak Creek Campus
6665 South Howell Avenue

West Allis Campus
1200 South 71st Street

MATC is an Affirmative Action/Equal Opportunity Institution and complies with all requirements of the Americans With Disabilities Act. MATC is accredited by the Higher Learning Commission, Commission on Institutions of Higher Education, the national standard in accrediting colleges and schools for distinction in academics and student services. REV 2015/16