

# Medical Billing and Reimbursement Specialist

PROGRAM CODE: 31-160-6



Technical Diploma

**Location:** West Allis Campus**Start Dates:** August and January**Admission Requirement:** A high school diploma or equivalent**Financial Aid Eligible:** Yes. Use code 003866 at [fafsa.gov](https://fafsa.gov).

## Program Description

To perform essential functions of healthcare administration, you will gain knowledge of office accounting, medical insurance, efficient office practices, and basic human anatomy. Courses are offered in a blended format, which may include traditional classroom and online instruction.

## Career Outlook

Employment opportunities are expected to increase. In addition to healthcare facilities, medical billers work in medical schools and government agencies.

## Program Learning Outcomes

- Perform routine healthcare administrative procedures.
- Process insurance claims.
- Apply technology skills to business and administrative tasks.
- Maintain internal and external relationships.
- Model professionalism in the workplace.

**Complete Program Details****QUESTIONS?** 414-456-5323 or [leadpathway@matc.edu](mailto:leadpathway@matc.edu)

## COURSES

	CREDITS
<b>BRHLTH-124</b> Medical Office Terminology 1 .....	3
<b>OFTECH-101</b> Office Technologies 1 .....	3
<b>OFTECH-103</b> Keyboard and Keypad.....	1
<b>OFTECH-122</b> Business English Essentials.....	3
<b>BIOSCI-189</b> Basic Anatomy .....	3
<b>OFTECH-104</b> Budget Basics Support Personnel.....	3
<b>OFTECH-133</b> Business Document Production 1 ‡.....	3
<b>BRHLTH-125</b> Medical Office Terminology 2 ‡.....	3
<b>BRHLTH-140</b> Electronic Health Records ‡ .....	3
<b>BRHLTH-170</b> Medical Insurance Principles and Coding ‡ .....	3
<b>BRHLTH-112</b> Computerized Medical Billing ‡ .....	3
<b>BRHLTH-174</b> Medical Claims Reimbursement ‡ .....	2
<b>BRHLTH-197</b> Medical Office Career Investigation ‡.....	3

## CREDITS

Total credits needed to complete this diploma

36

‡ Prerequisite required.

Program curriculum requirements are subject to change.

Current MATC students should consult their Academic Program Plan for specific curriculum requirements.

MATC courses are offered in person, entirely online or partially online. Check each course's delivery options in Self-Service at [selfservice.matc.edu](https://selfservice.matc.edu).