



Medical Billing and Reimbursement Specialist

TECHNICAL DIPLOMA

Program Code: 30-160-3

West Allis Campus

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.

After earning this technical diploma, your credits can be applied to completing the Medical Administrative Specialist associate degree.

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

Admission Requirement

- A high school diploma or GED



Business & Management
MILWAUKEE AREA *Technical College*

**For complete information, go to
matc.edu/course-catalog/business-management**

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

COURSES

Credits

BRHLTH-124	Medical Office Terminology 1	3
OFTECH-101	Office Technologies 1	3
OFTECH-103	Keyboard and Keypad	1
OFTECH-122	Business English Essentials.....	3
BRHLTH-112	Computerized Medical Billing ‡.....	3
BRHLTH-125	Medical Office Terminology 2 ‡	3
BRHLTH-170	Medical Insurance Principles and Coding ‡	3
BRHLTH-174	Medical Claims Reimbursement ‡.....	2
BRHLTH-197	Medical Office Career Investigation ‡.....	3

TOTAL CREDITS: 24

‡ Prerequisite required.

Program curriculum requirements are subject to change.

**Current MATC students should consult their
[Academic Program Plan](#) for specific curriculum
requirements.**

Possible Careers

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

Related Programs

- Medical Administrative Specialist
- Health Information Technology
- Healthcare Services Management



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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 Education Center
at Walker's Square**
816 West National Avenue, Milwaukee