

Careers in Allied Health Medical Insurance Specialist Certificate • Allegheny Campus

Job Potential

Every time a patient receives healthcare, a record is maintained. This record includes a variety of information about the patient's symptoms, laboratory testing, examination results and medical history. The medical insurance specialist assigns a classification code to each diagnosis and procedure then uses computer software to assign "relative value units." These units determine the percentage of payment for second, third and fourth procedures performed the same day.

The Medical Insurance Specialist certificate program provides quality education in the area of medical insurance and healthcare claims processing, as well as CPT-4 and ICD-9 coding, computerized medical billing applications and HIPAA regulations. This broad range of skills allows graduates to be employed by hospitals, physician offices, insurance companies, public health agencies, private medical laboratories and billing bureaus. The medical insurance specialist plays a key role in the financial operation of the medical office and may advance to supervisory or administrative positions upon completion of a bachelor's degree.

The Medical Insurance Specialist program at CCAC can help you to enter the job market above entry-



level. The U.S. Department of Labor, Bureau of Labor Statistics indicates that medical insurance processing is one of the fastest growing careers in the healthcare industry with beginning salaries ranging from \$25,000 to \$30,000 per year.

Affordable Quality Education

CCAC's Medical Insurance Specialist program provides its graduates with the skills to become top specialists in this field. Students begin the program in core courses which are built upon in the later stages of the program. They receive extensive hands-on training and practice in medical insurance billing and coding as well as computerized patient account management.

Students may enroll full-time or part-time to complete this certificate program. Those who wish to continue their education have the option of completing an associate's degree in either Health Information Technology or Medical Assistant. First semester courses in these programs parallel the Medical Insurance Specialist curriculum, and many students choose to continue.

For additional information on **CCAC's Medical Insurance Specialist program**, email AlliedHealthInfo@ccac.edu or call 412.237.2681.

CCAC Allegheny Campus
808 Ridge Avenue
Pittsburgh, PA 15212

www.ccac.edu

Medical Insurance Specialist

Admission to the Program

- Apply to the college
- Complete separate application to the Medical Insurance Specialist program
- Admission to the program is limited by the availability of classroom seats
- Students are accepted throughout the year based on meeting eligibility requirements and the date of the application

Prerequisites

- Acceptance into the Medical Insurance Specialist program

Program Costs

- Current college tuition and fees
- Required books and supplies

Program Completion Requirements

- Complete all course requirements in the Medical Insurance Specialist curriculum
- Maintain an overall QPA of 2.5 or better
- Maintain at least a “C” grade in all program courses
- Students who receive a “D” or “F” grade will be required to repeat that course
- Students who receive more than one (1) “D” or “F” grade in a course with an “MIS” or “MDA” prefix will be dismissed from the Medical Insurance Specialist program
- Students must begin their program course work within one year of being accepted into the Medical Insurance Specialist program
- Students must complete all course requirements within three years of being accepted into the Medical Insurance Specialist program

Program Outcomes

Students enrolled in the program will:

- Successfully meet the requirements for the Medical Insurance Specialist certificate.
- Have individualized counseling provided by the program director, faculty and supportive services.
- Receive first-hand training by members of the insurance community.
- Students who choose to continue their studies may be eligible for the Certified Professional Coder (CPC) examination offered through the American Academy of Professional Coders.



CERTIFICATE REQUIREMENTS

First Semester

		Credits
ALH140	Medical Terminology	3
CIT100	Introduction to Computers	3
ENG100	Basic Principles of Composition	3
MIS100	Introduction to Medical Insurance	4

Second Semester

CIT140	Microcomputer Applications and Information	4
MIS102	Medical Coding for Insurance Billing	4
MIS103	Medical Insurance Seminar	2
MDA211	Medical Financial Reimbursement Techniques	2

Minimum credits required to graduate 25

For official program description and requirements, see program details at www.ccac.edu.

Complaints from outside the institution should be addressed in writing to: Associate Dean of Academic Affairs, CCAC Allegheny Campus, 808 Ridge Avenue, Pittsburgh, PA 15212.