



LA Mission College Career Center

FUNDAMENTALS OF MEDICAL BILLING AND CODING

MAJOR SHEETS

SKILLS

(things you will learn or use)

- Medical software
- Coordination
- Customer and personal service
- Attention to detail
- Explain regulations, policies, or procedures

INTEREST

- Perform Administrative Activities
- Interacting with Computers
- Accounting software
- Financial or transactions documentation

WHAT IS FUNDAMENTALS OF MEDICAL BILLING AND CODING?

Medical coding involves extracting billable information from the medical record and clinical documentation. Additionally, medical billing uses those codes to create insurance claims and bills for patients. Once a provider discharges a patient from a hospital or the patient leaves the office, a professional medical coder reviews and analyzes clinical documentation to connect services with billing codes related to a diagnosis, procedure, and charge. Medical offices need professionally trained billers and coders, who can accurately complete clinical documentation either in the office or via telecommute, to handle records for internal and external accessibility and efficiency.

LAMC DEGREES & CERTIFICATES OFFERED

- **Certificate of Achievement of Fundamentals of Medical Billing and Coding**

TRANSFER RELATED MAJORS

- **CSU Sonoma State University:** Health Information Management MS
- **UC Davis:** Health Informatics MS



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WORK ENVIRONMENT

- Small departments - Supervising medical records department and Medical Records Clerks
- Large departments - Specializing in a specific task
- Assisting medical staff with special studies and research

POTENTIAL JOB TITLES

- Billing, Cost, and Rate Clerk
- Medical Secretaries
- Logistics Analysts
- Bill and Account Collectors
- Telephone Operators
- Paperhangers
- Health Information Technicians
- Data Entry Keyers

POTENTIAL EMPLOYERS

- Hospitality
- College/Universities
- Translator
- Agents
- Corporations
- Law Firms
- Department of Social Services

WEBSITE RESOURCES

www.lamission.edu/careercenter
<https://www.lamission.edu/Careers/Fundamentals-of-Medical-Billing.aspx>
www.assist.org
www.salary.com
<https://uncw.edu/career/whatcanidowithamajorin.html>
www.cacareerzone.org
<http://degrees.calstate.edu/>
https://admission.universityofcalifornia.edu/counselors/files/undergraduate_majors_list.pdf

*EARNINGS

