



T: 610.892.1500  
800 MANCHESTER AVENUE  
MEDIA, PA 19063-4089  
WWW.PIT.EDU

## MEDICAL CODING AND BILLING/HEALTHCARE MANAGEMENT

### FREQUENTLY ASKED QUESTIONS

#### 1. What is the Medical Coding and Billing Academy?

The Medical Coding and Billing Academy is a Certificate Program and is designed to prepare the student for a successful medical billing and coding career and employment in the healthcare field, facilitate personal growth experience and provide Associate Degree opportunities.

#### 2. Who is the supervisor of the Medical Billing and Coding program and the Healthcare Management program?

Robyn Tarpley is the Director of Health and Medical Services programs. She can answer any questions you may have at [Robyn.Tarpley@pit.edu](mailto:Robyn.Tarpley@pit.edu)

#### 3. Is the Medical Billing and Coding Academy approved?

Yes. The National Healthcare Association approves the program.

#### 4. What is the job outlook and salary of a medical biller or coder?

Most Medical Billers and Coders work in physicians' offices, health care centers or clinics. There are also many job opportunities in hospitals, medical laboratories, and long-term care facilities. There is an 8% projected job growth 2019-2029. Median income for Medical Billers and Coders is \$42,500.

Medical Billers and Coders is a stable job in a high-demand industry. You can either launch your career or you can use it as a steppingstone to future opportunities in the healthcare management field.

## 5. What is the job outlook and salary of a Healthcare Manager?

Healthcare managers work in hospitals, physicians' offices, health care centers or clinics. The room for growth in this field is filled with opportunities. As the population ages, more and more individuals need medical care which has created a huge need for managers who can support the medical professionals who are treating the patients.

Healthcare managers have a median income that can approach six figures depending upon education levels.

## 6. What is the difference between medical billing and medical coding?

Medical coding is the act of taking a provider's diagnostic and procedural notes and converting them into the correct codes for record-tracking and billing purposes. The codes are industry-standard alphanumeric combinations used to identify the services being provided and billed.

After the coding is completed, medical billing specialists generate invoices and send the claims to patients' insurance providers (or other payers). Based on these codes, insurance companies will approve or deny the requests for payment.

## 7. What Coding Systems will I learn?

Current Procedural Terminology (CPT) – These codes are used to identify specific procedures and examinations performed.

International Classification of Diseases (ICD-10) – These classification codes are used for medical diagnoses.

Healthcare Common Procedure Coding System (HCPCS) – This system includes codes not covered in the previous two sets, such as codes for specific medical devices or supplies and non-physician services.

## 8. Do I need to take a Certification Exam?

Medical Billing and Coding need to pass the **Certified Billing & Coding Specialist Exam** sponsored by the National Healthcareer Association. This license proves you are a professional in your field, which builds confidence and credibility. You will also be working with other licensed professionals, so everyone around you has the same knowledge base.

## 9. What is the long-term outlook for this field?

When you're a medical biller and coder, or a healthcare manager, you're in demand. In fact, this occupation is growing much faster than almost any other occupation. As baby boomers get older, they need more preventive medical services. That is approximately 76.4 million people, or almost one-third of the U.S. population — and almost all of them will be involved in the healthcare system. That is a big demand

## 10. Will criminal history prevent acceptance into the program?

It depends on the specific details of the criminal history. One misdemeanor may not prevent working in the healthcare field while more than one and/or a felony conviction usually does.

If there is an "arrest" or "charge" listed on your criminal background, you will be required to provide official documents such as criminal background check from that state.

*\*The term "convicted" includes a judgment, found guilty by a judge or jury, pleaded guilty or nolo contendere, received probation without verdict, disposition instead of trial or Accelerated Rehabilitative Disposition.*

***If you are in the above situation, you may have difficulty obtaining employment as a Medical Biller or Coder or Healthcare Manager.***

Deceit in the admission process is a cause for dismissal from the program.

## 11. How many credits are the program, and how long will it take to complete the program? Will I earn a degree?

The curriculum is comprised of 29 Medical Billing and Coding credits. The curriculum is divided into three terms of instruction for a total of approximately 36 weeks of education. The full-time day curriculum is a nine (9) month program.

Students interested in earning an Associate Degree can apply their billing and coding credits to the Healthcare Management Associate Degree. Students can complete both the billing and coding classes and the Associate Degree classes in approximately two years.

## 12. What are the roles and responsibilities of a medical biller and coder?

A coding and billing specialist helps the healthcare facility manage insurance claims, invoices, and payments. The day-to-day work of a medical coding and billing specialist includes:

- Accurately coding services, procedures, diagnoses, and treatments

- Reviewing patient records
- Interacting with physicians to ensure accuracy
- Correcting rejected claims
- Answering phone calls and questions
- Preparing and sending invoices or claims for payment
- Documenting and tracking payments
- Working with electronic health records (EHR)
- Following up with patients and insurance companies
- Maintaining patient confidentiality
- Analyzing Explanation of Benefits (EOB) forms

### **13. What are the roles and responsibilities of a healthcare manager?**

Healthcare managers direct the day-to-day activities in a healthcare facility, managing insurance claims, invoices, and payments. The day-to-day work of a healthcare manager includes:

- Directing communication between departments
- Providing leadership
- Supervising employees
- Developing new systems
- Preparing and managing budgets
- Working with electronic health records (EHR)
- Planning activities to achieve strategic goals
- Evaluating staff and systems
- Managing inventory and schedules

### **14. Is tutoring available?**

PIT is organized for student success. PIT provides peer, private, and group tutoring in our Student Resource Center. Additionally, Medical Billing and Coding instructors are available for academic advising, tutoring, guidance, and support of students.

### **15. What types of student services are available on campus?**

Student Services provides academic support and career and transfer counseling as well as referral to social and community services. Other student services available include the cafeteria, student lounge, and student lockers. P. I. T. van service between PIT and SEPTA's 101 Trolley Station at Providence Road and State Road is available.

PIT also offers a full-service library providing both on-campus and virtual assistance. The librarian works directly with students to help them find research materials, verify online resources, and avoid plagiarism.

**16. Will I receive a certification immediately upon completion of the Medical Billing and Coding Academy?**

No. Graduation from the Medical Billing and Coding Academy qualifies you to sit for the certification exam through the National Healthcareer Associate (NHA).

**17. What resources are available to help fund my education?**

Financial aid is available for those students who qualify through federal, state, institutional, and special programs. Student loans are available. Some employers offer tuition forgiveness (repay outstanding loans for education) programs in exchange for employment. There are also professional and community organizations that provide scholarships to students. For further information on federal, state, or college aid, go to [www.fasfa.gov](http://www.fasfa.gov). P. I. T. Students who need assistance should contact their representatives from the Financial Aid Office to help students apply for financial aid.