



# 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



# LA Mission College Career Center

## FUNDAMENTALS OF MEDICAL BILLING AND CODING

### MAJOR SHEETS

#### 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

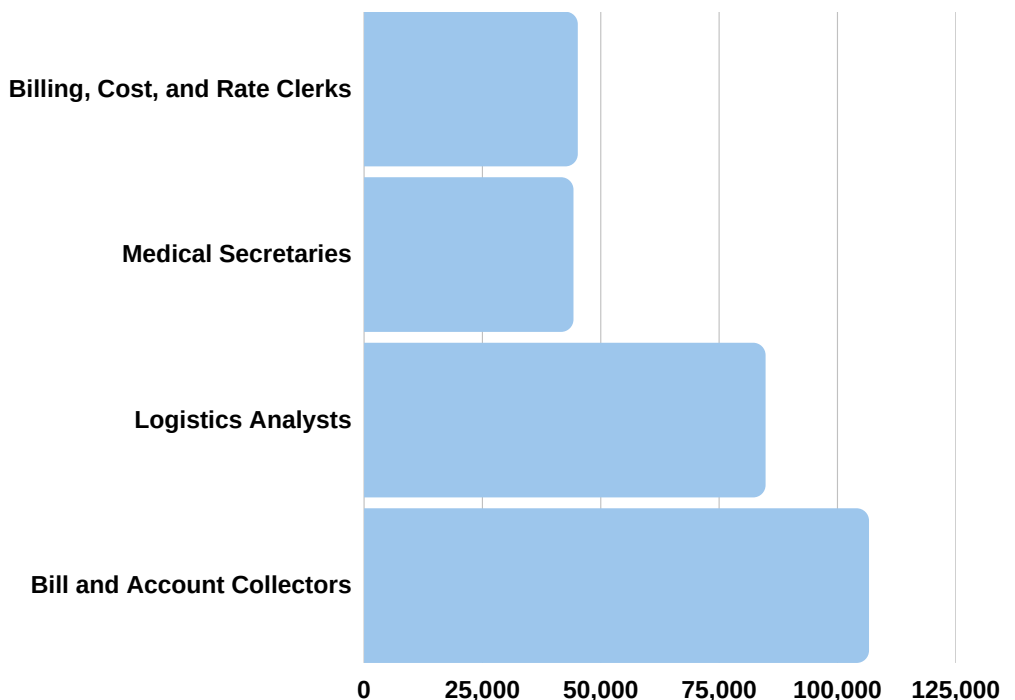
#### POTENTIAL EMPLOYERS

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

#### WEBSITE RESOURCES

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

#### \*EARNINGS



\*Earning can vary by occupation and experience. The following are average annual wages as of 2019 in California based on California Career Zone <https://www.cacareerzone.org/>

This general information is provided by the LA Mission College Career Center. For specific information about majors and careers please email us to make an appointment at [careercenter@lamission.edu](mailto:careercenter@lamission.edu)