**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** in Fundamentals of Medical Billing and Coding

**Areas of Interest**

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

**Skills**

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

**Transfer Related Majors**

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

**Potential Job Titles**

* Billing, Cost, and Rate Clerk
* Medical Secretary
* Logistics Analyst
* Bill and Account Collector
* Health Information Technician
* Data Entry

**Potential Employers**

* Hospitals
* Colleges and universities
* Corporations
* Law firms
* Department of Social Services
* Hospitality industry

**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

**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/>

**Helpful Resources:**

* LAMC Career Center: [www.lamission.edu/careercenter](http://www.lamission.edu/careercenter)
* CSU Majors: degrees.calstate.edu
* UC Majors: admission.universityofcalifornia.edu
* Career Exploration: cacareerzone.org

For more detailed guidance on degrees, or career advice, you can contact the LAMC
Career Center at **careercenter@lamission.edu**.