PREPARE FOR A CAREER IN ONE OF THE MOST VITAL AREAS OF HEALTH CARE

Medical billing and coding professionals are key players in today’s technology-driven health care system. They help ensure that the business side of the field functions smoothly; support the delivery of quality patient care; and enable doctors and insurance companies to provide organized, accountable services. Purdue University Global’s Medical Billing and Coding Certificate program offers expeditious training that can help you gain the relevant experience and skills to become a qualified candidate in this growing field.
WHY STUDY AT PURDUE GLOBAL’S SCHOOL OF HEALTH SCIENCES?

FLEXIBILITY FOR WORKING ADULTS
Complete your courses online, on your schedule. You can also visit one of our regional locations to take advantage of local, onsite support and services.

TRANSFER CREDITS
Use credits you earned at another institution to graduate sooner.¹

PRACTICAL EXPERIENCE
Gain hands-on experience in medical billing, coding, and administration through a 40-hour practicum in a health care facility. In addition, our online virtual lab offers interactive, engaging opportunities to apply what you learn to real-world scenarios.

FACULTY EXPERTISE
Learn from experienced health care professionals currently active in the field. All professors possess advanced academic degrees.

ONE-ON-ONE MENTORING
Work directly with faculty through online discussion boards and seminars, and enjoy no-cost individual tutoring. In addition, academic and career advisors are dedicated to helping you balance school with your career and life responsibilities.

INTRODUCTORY TRIAL PERIOD
Make sure online learning at Purdue Global is right for you. Enroll in the University and try our classes for 3 weeks before you owe any tuition. That’s the Purdue Global Commitment.²

TAKE THE NEXT STEP IN YOUR EDUCATION AND CAREER

EARN A CREDENTIAL AS PART OF THE PROGRAM
A virtually proctored, national, knowledge-based exam in your final term gives you the opportunity to graduate with a certification.

PREPARE FOR FURTHER CERTIFICATIONS
Keep building your credentials—the program also prepares you for the following³:

<table>
<thead>
<tr>
<th>Certification Exam</th>
<th>Sponsored/Offered By</th>
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<tbody>
<tr>
<td>Medical Coder and Biller Certification (MCBC)</td>
<td>American Medical Certification Association (AMCA)</td>
</tr>
<tr>
<td>Certified Billing and Coding Specialist (CBCS)</td>
<td>National Healthcareer Association (NHA)</td>
</tr>
<tr>
<td>Certified Coding Associate (CCA®)</td>
<td>American Health Information Management Association (AHIMA)</td>
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<tr>
<td>Certified Coding Specialist–Physician-based (CCS-P®)</td>
<td>AHIMA</td>
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<tr>
<td>Certified Coding Specialist (CCS®)</td>
<td>AHIMA</td>
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<tr>
<td>Insurance and Coding Specialist (NCICS)</td>
<td>National Center for Competency Testing (NCCT)</td>
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</tbody>
</table>

CREATE A PATHWAY TO YOUR BACHELOR’S AND THEN A MASTER’S DEGREE
Use qualified credits earned in fulfillment of your certificate toward the requirements of certain Purdue Global degree programs.⁴

<table>
<thead>
<tr>
<th>Medical Billing and Coding Certificate</th>
<th>Bachelor’s Degrees</th>
<th>Master’s Degrees</th>
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<tbody>
<tr>
<td></td>
<td>Health Care Administration</td>
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<td></td>
<td>Health Information Management</td>
<td>Health Information Management</td>
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<td>Health Informatics</td>
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</tbody>
</table>
The curriculum intersects health care, business, and information technology. Courses are reviewed and revised regularly by industry experts to ensure they reflect the most recent developments in the fast-changing field.

**COURSES INCLUDE:**
- Reimbursement Methodologies
- Medical Coding
- Medical Terminology
- Pharmacology
- Diseases of the Human Body
- Medical Insurance and Billing
- Human Anatomy and Physiology
- Billing and Coding Practicum

**PROGRAM OUTCOMES**
Be ready to work with health insurance companies, review patient records, organize and maintain data, track patient outcomes, and electronically record data:
- Develop electronic medical recording (EMR) software skills.
- Perform administrative functions of medical billing and coding.
- Apply computer literacy skills in managing electronic medical claims.
- Demonstrate knowledge of coding and billing guidelines and requirements in the process of medical claims management.
- Analyze ethical and legal standards in practical applications within the discipline of coding and medical claims processing.
- Apply problem-solving skills to real and simulated health care scenarios.

**PROGRAM DETAIL**
- **Credit Hours:** 44 credits (10 courses, including practicum)
- **Program Length:** Approximately 1 year of full-time study
- **Course Load:** 2–3 courses per term
- **Terms:** 10 weeks long
- **Start Dates:** Throughout the year
- **Delivery:** Coursework is 100% online; final practicum blends online and onsite work

**NATIONALLY RANKED AND RESPECTED**
Purdue Global is part of the respected Purdue University system. One of the most prestigious research universities in the world, Purdue University is ranked in the top 10 best public universities in the U.S. by *The Wall Street Journal/Times Higher Education*.

**APPROVED BY THE AHIMA PROFESSIONAL CERTIFICATE APPROVAL PROGRAM (PCAP)**
This program is approved by the AHIMA Professional Certificate Approval Program (PCAP). This designation acknowledges the coding program as having been evaluated by a peer-review process against a national minimum set of standards for entry-level coding professionals. This process allows academic institutions to be acknowledged as offering an AHIMA-approved coding certificate program.

**ADDITIONAL PROGRAMS**

**Certificates**
- Medical Assistant
- Medical Office Administration

**Bachelor’s Degrees**
- Health Care Administration
- Health Information Management
- Health Science
- Health and Wellness
- Nutrition

**Master’s Degrees**
- Health Care Administration
- Health Informatics
- Health Information Management
- Health Education
- Public Health
CAREER AND NETWORKING OPPORTUNITIES

INDUSTRY OUTLOOK

• Due in part to an aging population and an increase in insurance claims, employment of health information technicians in the U.S., a category that includes medical coders, is expected to increase much faster than the average for all occupations through 2029.6

• Employment of medical secretaries is projected to grow much faster than the average in that time.7

• Demand for professionals with knowledge of health information technology will be fueled by the large aging population as well as widespread use of electronic health records (EHRs).7

CAREER PATHWAYS AND OUTCOMES8

Roles

• Medical records and health information technician

• Medical secretary

Settings

• Physicians’ offices and clinics

• Hospitals

• Home health agencies and nursing homes

• Insurance and medical billing companies

• Medical group practices

CAREER SERVICES

Our team of Career Specialists helps connect students with job and networking opportunities and offers the following assistance:

• Career assessment/exploration

• Resume and cover letter review

• Interview preparation/mock interviews

• Portfolio development to showcase your skills

• Assistance in building an online presence

• Job search and networking support

• Virtual career fairs

• 24/7 online access to job openings and career development tools

“My students are looking for a career that they can start after a short, but valuable, education. The Medical Billing and Coding Certificate program prepares students with knowledge, technical skills, and work habits in order to pursue entry-level positions in the field.”

Regina L. Kraus

MSA, RHIT, CPHQ

Faculty Member, School of Health Sciences9

Accredited by The Higher Learning Commission

This accreditation covers all academic programs, all regional locations, and all programs provided via distance education. Contact the HLC at HLCommission.org or call 800-621-7440.

Military Friendly

We offer reduced tuition rates for servicemembers, veterans, and spouses.

Contact an Admissions Advisor at 844-PURDUE-G or visit PurdueGlobal.edu.

IMPORTANT INFORMATION: PLEASE READ

For comprehensive consumer information, visit Info.PurdueGlobal.edu.

1 Purdue Global does not guarantee transferability of credit. Future transfer credit savings are subject to review and the academic policies of Purdue Global. See the University Catalog for Prior Learning Assessment policy.

2 No financial obligation beyond the application fee. Classes count toward a degree if satisfactorily completed. No credits are earned if the student withdraws during the introductory period (3 weeks for new qualifying undergraduate students), which begins day one of the first term. Students who choose to continue their studies at Purdue Global will need to meet specific requirements. Graduate programs not included. Additional terms may apply to international and non-U.S. citizen students. For further information, see the University Catalog.

3 Students are responsible for understanding the requirements of optional certification exams. The University cannot guarantee students will be eligible to sit for or pass exams. In some cases, work experience, additional coursework beyond the Purdue Global program, fieldwork, and/or background checks may be necessary to be eligible to take or to successfully pass the exams.

4 The University cannot guarantee that students will be granted admission to any future programs. Speak to an Advisor about transfer credit opportunities and see the University Catalog for the Prior Learning Assessment policy.


7 Source: O*Net Online, Summary Report for Medical Secretaries.

8 Purdue Global cannot guarantee employment or career advancement. Additional training or certification may be required. In addition, job titles and responsibilities may vary from organization to organization.

9 This testimonial was obtained by Kaplan University. Purdue University acquired Kaplan University in March 2018 and created Purdue University Global, which is following the same curriculum format and instructional delivery methods as developed and used by Kaplan University. The views and opinions expressed are those of the individual; experiences may vary.

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