

Medical Billing and Coding (Certificate)

Part-Time (evenings & weekends); In-Person/online



DOWNSTATE
HEALTH SCIENCES UNIVERSITY



The Medical Billing and Coding certificate program run by the School of Health Professions (SOHP) is designed to assist individuals entering the field of medical billing and coding, or preparing for certification.

Medical Billing and Coding addresses how patient information is translated into insurance claims, so that healthcare facilities and providers can be properly reimbursed. Students acquire the skills to perform all coding duties, develop competence in coding regulations and determine accuracy of clinical documentation for reimbursement.

A certified Medical Coder earns approximately \$50–70K depending on location and experience. The foundation provided in this program also paves the way for upskilling in areas of practice such as:

- Certified Professional Medical Auditor (CPMA)
- Certified Physician Practice Manager (CPPM)

- Certified Documentation Ex-Pert Outpatient (CDEO)
- Certified Tumor Registrar (CTR).

The live program session begins in the Fall annually and the online session starts in January annually. Each session provides the skill development needed for a career as a certified coder in hospitals, insurance companies, physician's offices, and other health related facilities.

Before you apply

- Review the website to learn more about our program.
- Sign up to attend an Information Session.
- Assess the best time to apply, Fall/Spring (instructor-led); Spring/Summer (Asynchronous); early applications are encouraged.
- Review the curriculum and the tuition to determine costs and duration of the program.
- For additional information, please visit the website.

Steps to apply

1. **Download and Read the Application Instructions.**
2. **Check the Deadline on our website.**
3. **Prepare Your Documentation.**
You may be required to upload documents related to your application.
4. **Submit Your Application via:**
www.tinyurl.com/5n73y897
5. **Check Your Status.**
Upon submitting your online application, you are able to log back in to upload additional documents and monitor your application status.

See reverse for requirements >



Scan the QR code to visit the school's website or:

www.tinyurl.com/downstate-mbc

Admission Requirements

- Applicants should have a good command of the English Language, and basic computer skills.
- A current resume.
- Copy of your HS diploma.
- Copy of your College transcript (if applicable).
- Copy of State picture ID card.
- Registration fee of \$30.

Admissions requirements are subject to change.

Refer to the website for the most current information: www.tinyurl.com/downstate-mbc

Who Can Apply

The minimum academic background for enrollment in this program is a high school diploma or equivalent, with successful completion of English. An introductory computer course is highly recommended but not required for acceptance into the program. Life and work experience are considered.

- Professionals working in Health Information Management (HIM) and seeking a pathway to certification, are also encouraged to apply.
- Nurse Practitioner, Physician Assistants and other health care professionals who bill independently.