

Medical Billing Specialist Short Term Certificate



The Medical Billing Specialist program is a **Short-Term College-Credit Certificate** program established to prepare students for employment in physician's offices, medical insurance companies, and outpatient billing services.

A medical billing specialist provides patient billing services for medical doctors, dentists, physical therapists and other health care providers. The medical billing specialist is knowledgeable in ICD-10, CPT and HCPCS Coding, Medical Terminology, Insurance claims and billing, appeals and denials, fraud and abuse, HIPAA, OIG Compliance, information and web technology, reimbursement, and much more.

Medical billing is a vital part of all healthcare facilities and is considered one of the fastest-growing professions of the 21st century. Medical claims and patient billing are the heart of any medical practice, and steady financial receivables are what keep a business running. There will always be a need for medical services; therefore, medical billing services will always be in high demand.

Trained medical billing specialists facilitate the claims paying process, from the time a service is rendered by a health care provider, until the balance is paid. Billers play a critical role in a health care provider's daily business operations by transmitting completed medical claims/bills to a central clearinghouse using computers and the internet. Claims are audited and forwarded for payment to thousands of commercial, private and government healthcare plans. Government regulations, increasing wages and competition are forcing all areas of medical practices to cut costs while maintaining the highest level of quality care to their patients. The goal of a medical billing specialist is the expedient processing of the health insurance claim to receive maximum allowable reimbursement.

As a result, medical billing can be a great career opportunity for you. Your potential growth in this area is limited only by how much effort you wish to invest. Potential employers are numerous because there are more than one million health care providers in this country, and that number continues to grow.

Currently, there is no state or Federal requirements mandating a medical biller be certified or credentialed to practice medical billing. However, most providers are requiring their billers to be certified. Earning a certification demonstrates to physicians and employers that you are proactive in advancing your knowledge, education, skills and credibility as a medical biller. It demonstrates your commitment and dedication in providing the highest standards possible in Claims Management and Medical Billing. Certification provides verification of competency and assurance of continued education to maintain the credential.

The short term certificate program at Tri-C will give you the knowledge you will need to earn recognition with your skills. When a student completes the program, they can submit a request, or petition for, an official certificate of completion. This will prove to employers that you have been well trained. Once you have established yourself in the profession, you may seek professional certification with one of several associations. However, the certification is not needed to pursue your career. One such example of certification is the Certified Medical Reimbursement Specialist (CMRS). The CMRS designation is awarded by the Certifying Board of the [American Medical Billing Association](#).

**Kathy Loflin, Program Manager,
Health Information Management Technology at (216) 987-4456**

-or-

Schedule an appointment with a Tri-C Academic Counselor at (216) 987-5200

Students who complete this certificate program will be able to:

- Identify standard data and forms required for medical insurance claims
- Describe the steps in the billing process
- Prepare claims for electronic billing
- Troubleshoot a returned claim
- Code the medical information for appropriate diagnoses and charges
- Make claim adjustments and resolve non-payable claims
- Calculate deductibles

The program is designed as a full-time program, although students may proceed at their own pace and enroll in one or more daytime or evening courses per semester. Internet courses are also available for more self-paced learning. **Students must complete all of the first semester courses before moving on to the second semester courses.** Check the college catalog or online semester schedule for a listing of course availability and prerequisites for each course.

Recommended Course Sequence

First Semester

ENG 1010	College Composition I	3
IT 1090	Introduction to Microcomputer Applications (or IT-1010)	3
HTEC 1060	Medical Terminology I (MA-1020)	3
MATH 1000+	Math 1000-level or higher	3
Subtotal		12

Second Semester

HIM 1122	Medical Billing Practices	3
HIM 1113	Physician Office (CPT)	2
HIM 1114	ICD-10-CM for Medical Practices	3
HIM 1311	Legal Aspects of Health Care	3
HTEC 2060	Medical Terminology II (MA-2010)	2
Subtotal		13

Completion Requirements

To qualify for the Medical Billing Specialist Short Term Certificate, the following criteria must be met:

1. All of the above courses must be completed or transferred with a minimum of a "C" grade.
2. First Semester courses must be completed before Second Semester courses
3. Students should meet with an academic counsellor for course sequence planning.
4. Students should complete a Health Professions Interest Form for this program.
5. Student must submit online a ***Petition for Short Term Certificate*** no later than 30 days before the end of the final semester in which the student will complete the program.
6. The official college certificate for ***Medical Billing Specialist Short Term Certificate*** will be mailed to the student by the college upon verification of successful completion of all academic coursework listed above.

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Frequently Asked Questions (FAQ)

1. How long will it take to complete this certificate?

- a. The minimum amount of time is two semesters. If you have prerequisites to any of the first semester courses, then it will take longer.

2. Can I take the courses part time?

- a. Yes. Courses can be taken one or two at a time, but this means it will take longer to complete the program.

3. Is there a certification examination available upon completion of the program?

- a. Although there is no mandatory requirement in the state of Ohio, there is a recommended certification exam which is available through the American Medical Billers' Association called the **Certified Medical Reimbursement Specialist** (CMRS). Students who complete our program are qualified to take this credentialing examination, however we suggest a student work for at least one year as a medical biller before taking this exam.

4. What is the average pay for a Certified Medical Billing Specialist?

- a. The typical entry-level salary for a certified medical reimbursement specialist salary ranges from \$12.00 to \$20.00 an hour. After one year of experience a medical billing specialist can make between \$20 to \$28 an hour if they change billing companies.

5. Where does a medical billing specialist find work?

- a. Typically the average medical billing specialist works for a medical billing company or physician office doing their billing and coding and reconciling payments received from insurance companies, payers or patients.
- b. Doing a job search for Medical Billing or Medical Biller on a job search engine will bring up many open jobs. www.indeed.com

6. Can I transfer credits from another college or university?

- a. Generally, yes. Students are encouraged to see a Cuyahoga Community College academic counselor after their transcripts have been forwarded to Tri-C. All Tri-C counselors can give you specific information about course substitution, course transfers, etc.

7. Will I be able to work while attending the program? Is the program offered in the evenings or weekends?

- a. Students who can only attend college on a part-time basis because of work commitments are accepted into the program, but it must be understood that it will take more than two semesters to complete the program. First semester courses must be completed before taking second semester courses.
- b. It is recommended that working adults only take two classes at a time, but the number of courses is at the discretion of the student.

8. Is financial aid available?

- a. Yes, at this time financial aid is available as of fall semester 2025. Please check with the financial aid department to confirm the status of the program before assuming it is still covered by financial aid.

9. How much does the program cost?

- a. The courses are college credit level courses. Please check the "paying for college" link on Tri-C's website home page to see the current tuition and fee schedule for the semester you enroll.