

## Find Your Place in Medical Coding and Billing



### Top 3 Reasons to Become a Medical Coding and Billing Professional:

- ☑ Train for multiple career paths
- ☑ Quickly prepare for an in-demand healthcare field
- ☑ Establish a promising, professional career

### ROLE OF MEDICAL CODING AND BILLING

Medical coders and billers translate medical records into standardized codes used to bill patients and third-party payers, such as Medicare and insurance companies. All medical diagnoses, treatments, tests, and procedures must be coded, and there are two distinct roles within medical coding:

- **Outpatient coders** focus on records for physician billing and those of patients who were not admitted for an overnight stay to a hospital.
- **Inpatient coders** work with the records of those patients who are admitted to the hospital.

With the Career Step training programs you can be prepared for both of these specialties and be eligible for positions in hospitals, clinics, physician offices, medical labs, insurance companies, and a variety of other healthcare facilities. There are also limited opportunities for experienced professionals to work from home.

### IN-DEMAND PROFESSIONALS IN A GROWING FIELD

The U.S. Department of Labor released a 2010-2011 report on the medical records and health information technology field, which encompasses both outpatient and inpatient medical coding and billing. The report predicts:

- **A growing job market** as industry employment is projected to grow by 20% from 2008 to 2018. In addition to these new jobs, there will also be open positions as people retire or leave the profession.
- **A high demand** for coding services, sustained by an aging population and the increasing number of tests, treatments, and procedures.

In addition to the industry's growth, a recent American Health Information Management Association (AHIMA) study found that over half of coding employers had open positions in the previous year.

### PROMISING, PROFESSIONAL CAREER

Medical coding and billing offers the opportunity to enter the growing healthcare industry in a relatively short period of time. The field is a well-respected part of every healthcare system, and professionals in this field enjoy:

- A variety of **advancement opportunities**.
- **A traditional schedule** within the healthcare industry.
- The opportunity to **earn a good living**.

The 2010-2011 edition of the U.S. Department of Labor's Bureau of Labor Statistics report stated that the middle 50% of medical records and health information technicians, including both inpatient and outpatient medical coding and billing professionals, earn between \$24,300 and \$39,500 annually.

**TAKE THE FIRST STEP TOWARD  
A REWARDING HEALTHCARE CAREER!**

Call 1-800-411-7073 to enroll today!



## What You Get With the Career Step Program

### TRAINING FOR MULTIPLE CAREER PATHS

The Career Step Inpatient and Outpatient Medical Coding and Billing program is designed to prepare students for a wide variety of career opportunities within the medical coding and billing field. Students gain skills in both inpatient and outpatient coding and billing, making them more flexible and marketable after graduation.

#### Inpatient focus:

- Understanding specialized inpatient codes
- Using industry-standard 3M encoding software
- Coding real-life inpatient hospital records

#### Outpatient focus:

- Mastering medical terminology and basic anatomy
- Applying standardized codes specific to outpatient coding
- Coding real-life outpatient medical records



### CERTIFICATION PREPARATION

Though industry certification is not always an employment prerequisite, holding a credential proves a certain level of expertise to employers and can improve career opportunities. Career Step Medical Coding and Billing graduates are prepared to sit for several key certification exams right after graduation, including the:

- **CCA** (Certified Coding Assistant)
- **CPC** (Certified Professional Coder)

Graduates of the Inpatient and Outpatient Medical Coding and Billing program will also gain a solid foundation of inpatient coding skills.

### COMPREHENSIVE SUPPORT

Career Step has several support teams dedicated to student success. These teams are available during regular and extended business hours and are quick to respond to student questions and concerns.

#### Student Support:

- Professional medical coding and billing industry experience
- Answers and information on the industry
- Help on course curriculum
- Guidance on career opportunities with healthcare employers upon graduation

#### Technical Support:

- Help with technical issues encountered in the program
- Knowledgeable and experienced
- Available six days a week

## GET MORE INFO ONLINE!

See the program in action! Check out the demo at:  
[CareerStep.com/coding-demo](http://CareerStep.com/coding-demo)

Find current tuition and payment options at:  
[CareerStep.com/coding-tuition](http://CareerStep.com/coding-tuition)

## Graduate Experiences

"The experience with Career Step was a wonderful one. I was working two jobs and raising my newborn son while taking these courses, and the program is so convenient that even I was able to find the appropriate time."

*Stephen – Smithfield, RI*

"I attended a CPC exam preparation course held by an AAPC chapter here in Ohio, and I thought I would be way out of my league among the coders attending the class and working in the field. However, I found that my knowledge and ability to understand the coding procedures was on par with, and sometimes exceeded, those who have been working as coders. Career Step's course gave me a thorough grounding in all aspects of the various coding scenarios. I would highly recommend Career Step."

*Teresa – Huber Heights, OH*

"I wanted to tell you how much I love this course. It's so simple to use, so thorough and well written. I expected a good solid course from your website, but you exceeded my expectations."

*Janet – Lake Oswego, OR*

"Thanks again for your program. I took the AHIMA certification exam and passed easily. Thanks for the preparation!"

*Dennis – Sheridan, WY*

"When I was called in to test for a position, I was very well qualified to take [the pre-employment] test and did get the first job I was called in for. My employers are very satisfied with my level of knowledge, especially considering I had never been a 'coder' before. I learned so much in the course, and all of it has served me well."

*Penny – Commerce City, CO*

"I wasn't sure how prepared I was for coding until I was actually out there working, and your program more than prepared me for working in the coding field. I love my new job and feel confident entering this new field thanks to the wealth of information I got from your program."

*Teri - Homewood, IL*

**READ MORE EXPERIENCES AT [CAREERSTEP.COM/CODING-GRADS](http://CAREERSTEP.COM/CODING-GRADS)**



*"I wanted to let you know that I do have a new job! . . . I would not have this job if I hadn't gone through the Career Step coding program. This job requires medical coding knowledge as well as medical terminology. I'm very happy with my new career and want to thank you for your assistance and encouragement while I was working my way through the course. Thanks again!"*

*Cindy - Bryan, OH*

**ENROLL TODAY!**

**1-800-411-7073**

**CareerStep.com/enroll-io**

**SEE A DEMO AT:**

**CareerStep.com/coding-demo**



**GRADUATES GAIN THE SKILLS EMPLOYERS LOOK FOR**

Career Step designed the Inpatient and Outpatient Medical Coding and Billing program to help students gain the knowledge and skills employers value. Graduates will be prepared with the skills necessary to take industry certifications and work successfully in the industry.

**CAREER STEP STUDENTS ARE:**

- Simultaneously prepared for both inpatient and outpatient career paths
- Trained on industry-leading encoding software
- Prepared to sit for industry certifications right after graduation



Inpatient and Outpatient Medical Coding and Billing Program