*YOUR GUIDE TO*

# A Career in Medical Coding and Billing

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An overview of the field of Revenue Cycle Management

Paula Revenue Cycle Management

# What is Revenue Cycle Management?

Revenue cycle management (RCM) is the process of managing all revenue-generation functions in a healthcare organization. It encompasses several key functions, including medical coding and billing.

Medical coding is the process of translating diagnoses, procedures, and services into alphanumeric codes. These codes are used for billing purposes and to facilitate communication between healthcare providers and payers regarding the nature and complexity of patient care.

Medical billing involves the preparation and submission of claims to insurance companies or other payers for reimbursement of healthcare services. Billing specialists ensure that claims are coded accurately and comply with regulatory requirements to expedite payment.

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# *Benefits of Pursuing a Career in RCM*

- Flexible Career

- Job Security

- Diverse Career Opportunities

- Opportunities for Advancement

- Skill Development

- Work-Life Balance

- Meaningful Contribution to Healthcare

- Increased Earning Potential

- Continuous Learning Opportunities

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# Medical Coding

Medical coding is the process of translating diagnoses, procedures, and services into alphanumeric codes. These codes are used for billing purposes and to facilitate communication between healthcare providers and payers regarding the nature and complexity of patient care.

Medical coding relies on standardized coding systems such as the International Classification of Diseases (ICD), Current Procedural Terminology (CPT), and Healthcare Common Procedure Coding System (HCPCS). These systems provide a uniform method for encoding medical information, allowing for consistency and interoperability across healthcare settings.

The use of standardized coding systems is critical for ensuring the accuracy and integrity of healthcare data. Medical coding enables healthcare providers to accurately bill for services, receive proper reimbursement, and maintain compliance with regulatory requirements. Additionally, coding systems support data analysis, research, and quality improvement initiatives within healthcare organizations.

A career in medical coding requires completion of a certification exam. To prepare, you can obtain education through an allied health program at college or school/organization that offers coding education. Certification are administered through organizations like the American Academy of Professional Coders (AAPC) or the American Health Information Management Association (AHIMA); both may also be preferred by employers.

Students can pursue certifications like Certified Professional Coder (CPC) offered by AAPC or Certified Coding Specialist (CCS) offered by AHIMA. These certifications demonstrate competency in coding principles, anatomy, and healthcare regulations.

These organizations offer many more certifications, for further information on each one; you can find them on their websites: AHIMA and AAPC

# Career Pathways

### AAPC Certifications
Certified Professional Coder, CPC

Certified Risk Adjustment Coder, CRC

Certified Outpatient Coder, COC

Certified Inpatient Coder, CIC

Certified Professional Medical Auditor, CPMA

### AHIMA Certifications
Coding Associate, CCA

Certified Coding Specialist, CCS

Certified Coding Specialist-Physician-based, CCS-P

# Medical Billing

Medical billing involves the preparation and submission of claims to insurance companies or other payers for reimbursement of healthcare services. Billing specialists ensure that claims are coded accurately and comply with regulatory requirements to expedite payment.

Medical coding relies on a workflow that ensures payment of claims. Processes involved are (in order):

1. Patient Registration
2. Coding
3. Charge Entry
4. Claims Submission
5. Payment Posting
6. Denial Management
7. Accounts Receivable and Follow up
8. Patient Collections

A career in medical billing requires completion of a certification exam. To prepare, you can obtain education through an allied health program at college or school/organization that offers medical billing education. Certifications are administered through organizations like the American Academy of Professional Coders (AAPC), American Medical Billing Association (AMBA) or the National Healthcareer Association (NHA); may also be preferred by employers.

Students can pursue certifications like Certified Professional Biller (CPB) offered by AAPC, Certified Medical Reimbursement Specialist (CMRS) or Certified Billing and Coding Specialist (CBCS) offered by NHA. These certifications demonstrate competency in coding principles, anatomy, billing principles, and healthcare regulations. For further information on each one; you can find them on their websites: AMBA, NHA and AAPC

# Career Pathways

### AAPC Certifications

Certified Professional Biller (CPB)

Certified Professional Coder, CPC

### AHIMA Certifications

Coding Associate, CCA

Certified Coding Specialist, CCS

### AAHAM (American Association of Healthcare Administrative Management

Certified Revenue Cycle Specialist (CRCS)

# Navigating the Job Market

**For many professionals, you already have experience and skillsets developed from previous employment.**

**When preparing your resume don't be afraid to add your transferable skills.**

Transferable skills are abilities and qualities that can be applied and adapted across various jobs and industries. These skills are not specific to one particular job but can be valuable in a wide range of professional contexts. Some examples of transferable skills include communication, problem-solving, teamwork, time management, leadership, and adaptability.

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# Here's how to use transferable skills in job searches and on resumes:

**Identify Transferable Skills:** Reflect on your past experiences, both in and out of the workplace, and identify the skills you have developed. These could include skills gained from previous jobs, volunteer work, internships, academic projects, or extracurricular activities.

**Tailor Your Resume:** Highlight your transferable skills prominently on your resume. Use specific examples and quantify your achievements whenever possible. Use action verbs to describe your experiences and demonstrate how you utilized your skills to accomplish tasks or solve problems.

**Customize Your Cover Letter:** In your cover letter, explain how your transferable skills make you a strong candidate for the position. Provide examples of how you have used these skills in the past and how they will benefit the prospective employer.

**Network Effectively:** When networking or interviewing, emphasize your transferable skills. Discuss how your diverse background and skill set can bring value to the organization, even if you don't have direct experience in the industry or role.

**Be Flexible:** Be open to opportunities that may not align perfectly with your previous experience. Emphasize your ability to learn quickly and adapt to new situations, which are valuable transferable skills in themselves.

**Demonstrate Adaptability:** Showcase instances where you successfully adapted your skills to different contexts or challenges. Employers value candidates who can demonstrate flexibility and versatility in their approach to work.

**Continuous Learning:** Keep developing your skills through training, certifications, workshops, and online courses. This demonstrates your commitment to personal and professional growth and keeps your skill set relevant and up to date.

**Stay Positive and Persistent:** Job searching can be challenging, but focusing on your transferable skills and how they make you an asset to employers can help maintain your confidence and motivation.

Remember, transferable skills are not just about what you've done in the past; they're about what you can bring to future opportunities. By effectively communicating your transferable skills, you can make yourself a more compelling candidate and increase your chances of landing the job you want.

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# Strategies for Finding the Right Employer

**Research Company Culture:** Look for employers with values and culture that align with your own. Explore their websites, social media presence, and employee reviews to gain insights into their workplace environment.

**Research Company Reputation:** Investigate the reputation of potential employers in the revenue cycle management field. Look for companies with a track record of success, positive customer feedback, and ethical business practices.
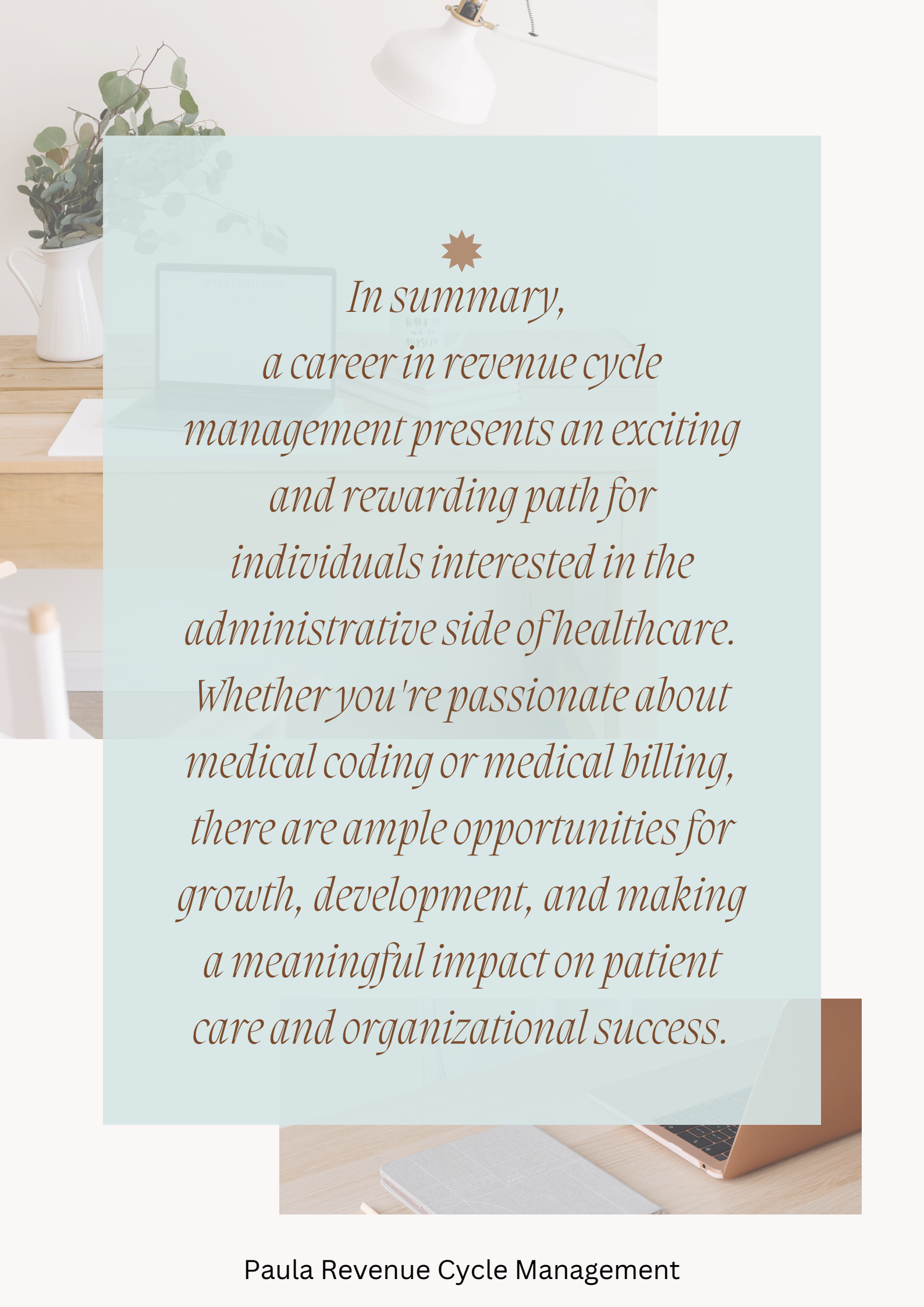
**Research Job Boards and Company Websites:** Regularly check job boards and company websites for openings in revenue cycle management. Look for positions that match your skills and career goals, and research the employer to ensure they offer a supportive work environment.

**Attend Career Fairs and Events:** Attend career fairs and industry events to meet representatives from companies in the revenue cycle management field. Take advantage of the opportunity to learn about different employers and their culture, and make connections that could lead to job opportunities.

**Evaluate Benefits and Opportunities:** Consider factors beyond salary, such as benefits, professional development opportunities, and work-life balance. Look for employers that offer competitive benefits packages and opportunities for career advancement.

**Evaluate Work-Life Balance:** Consider employers that prioritize work-life balance and offer flexible scheduling options, remote work opportunities, and wellness programs. A healthy work-life balance is crucial for long-term job satisfaction and overall well-being.

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*In summary,
a career in revenue cycle
management presents an exciting
and rewarding path for
individuals interested in the
administrative side of healthcare.
Whether you're passionate about
medical coding or medical billing,
there are ample opportunities for
growth, development, and making
a meaningful impact on patient
care and organizational success.*

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# *Resources*

if your interested in obtaining your certification, we at Paula Revenue Cycle Management LLC, have a medical coding and billing school. We offer synchronous (in class virtual). You will receive hands-on practicum experience as well as certification exam preparation.

**Medical Coding Program Night School Offer**

Enrollment is open for our next class!
Fall Class September 16th-January 17th,
Mondays and Wednesdays 6pm-9pm
$600

**Medical Coding Program Day School Offer**

Enrollment is open for our next class!
Fall Class September 16th-January 17th,
Tuesdays and Wednesdays 9am-12pm
$600

*LEARN MORE*

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