



WWW.IBT.EDU

MEDICAL BILLER/CODER/OFFICE SPECIALIST Program



The IBT Advantage

- Family-like atmosphere
- Small class sizes
- Personal attention
- Flexible class schedules
- Job placement assistance
- Financial assistance for qualified applicants

About Institute for Business & Technology

Since 1965, Institute for Business & Technology (IBT) has worked closely with employers to develop and deliver comprehensive career-oriented education by a highly experienced faculty. Our instructors bring practical industry experience to the classroom with relevant hands-on training they provide students. IBT is conveniently located in the heart of Silicon Valley in a modern 60,000 square feet facility.

How do I get started?

Meet with the IBT Admissions Department, it's that simple!

Call 877-330-5127 today!

IBT is an accredited member of Accrediting Commission of Career Schools and Colleges (ACCSC). For information on graduation rates, median debt of graduates completing these programs, and other important information, visit www.ibt.edu.

Overview

A Medical Biller/Coder/Office Specialist is a very important member of the front office in a medical practice or clinic. This team member is able to wear many hats, from medical office administration and management to coding and billing insurance companies for services rendered. A Medical Biller/Coder/Office Specialist is able to work in a variety of environments, including: medical practices, medical billing companies, hospitals, clinics and insurance companies.

What does a Medical Biller/Coder/Office Specialist do?

Medical Biller/Coder/Office Specialist graduates of the program will have comprehensive training in:

- Coding
- Billing
- Medical terminology
- Use of various medical billing software
- Medical office administration
- And more!

What types of jobs will a Medical Biller/Coder/Office Specialist be prepared for?

Some of the entry-level positions graduates can expect to achieve include:

- Medical Biller
- Medical Billing Specialist
- Medical Records Clerk
- Hospital Admitting Clerk
- Medical Administrative Assistant

Why take the Medical Biller/Coder/Office Specialist program?

- 9 months of training.
- Industry externship
- Financial Aid is available for those who qualify.
- Career placement assistance for graduates.
- Accredited Member ACCSC

Industry Externships

The IBT externship program is an integral part of the Medical Biller/Coder/Office Specialist program. This hands-on externship allows our students to get practical training in the field supervised by medical professionals. This additional training gives students the opportunity to acquire valuable on the job experience, further preparing them for a career as a Medical Biller/Coder/Office Specialist.



Contact IBT Today! 877-330-5127



WWW.IBT.EDU

**MEDICAL BILLER/CODER/OFFICE
SPECIALIST Program**