I want to start my Career as a...

Healthcare Billing and Medical Record Specialist

What will I do?
Individuals in Healthcare Billing and Medical Records are in charge of maintaining patient’s medical records, bill statements, and healthcare coding.

What are the important facts?

Job Growth
As long as people continue to seek medical help, there will always be a need for Healthcare Billing and Medical Record Specialists.

In California, Healthcare Billing and Medical Record Specialists are projected to have 790 new job openings. This means there is an expected 20% employment increase between 2014 and 2024 in the state—which means there will be lots of jobs in the field.

Wage/Salary
Average hourly wage in San Jose begins at $27.59, with an annual salary of $57,390. In Silicon Valley, the living wage for a single person is $16.00 an hour.

Required Training
Healthcare Billing and Medical Record Specialists are expected to have 2 years of training at any Community College or CTE School that offers it.

The route to get the necessary training is through any Community College or CTE School that offers Medical Insurance Billing, Medical Office Careers, or Insurance Billing Specialist.

What are the typical tasks?

- Review patient’s medical records for accuracy and correct data.
- Organize the data within the medical records.
- Use classification software to code the medical information in the data.
- When necessary, help patients with their check-in process.

What would make this career a great fit for me?

- Enjoy learning about medical coding and health insurance.
- Able to stay organized and maintain data.
- Has the ability to pay attention to detail.
- Have a passion for helping people.
- Able to keep medical information confidential.

Where can I get the training I need?

- Center for Employment Training
- De Anza College
- Job Corps
- Silicon Valley Career Technical Education (SVCTE)
- West Valley College

Google Images: https://upload.wikimedia.org/wikipedia/commons/7/76/Front_desk_at_doctors_office.jpg
I want to start my career as a...

**Healthcare Billing and Medical Record Specialists**

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**Step 1**

Learn the skills employers say you need. Begin your education.

<table>
<thead>
<tr>
<th>Education &amp; Training: Healthcare Billing and Medical Record Specialist</th>
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</thead>
<tbody>
<tr>
<td><strong>Career Technical Education</strong></td>
</tr>
<tr>
<td>Certificate of completion in Medical Office Careers or Medical Insurance Billing.</td>
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<tr>
<td>• Job Corps</td>
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<tr>
<td>• SVCTE</td>
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<tr>
<td><strong>Community College</strong></td>
</tr>
<tr>
<td>Associate’s Degree in Insurance Billing Specialist (West Valley) and Insurance Coding (De Anza)</td>
</tr>
<tr>
<td>• De Anza College</td>
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<tr>
<td>• West Valley College</td>
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</tbody>
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**Step 2**

Find a job that fits your level of education and training.

<table>
<thead>
<tr>
<th>Career Pathways for Healthcare Billing and Medical Record Specialist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Healthcare Billing and Medical Record Specialists are required to have either an Associate’s Degree or Certificate of Completion. Once individuals complete their training, they are eligible to apply for employment at a hospital, private practice, or any medical office.</td>
</tr>
<tr>
<td>The number of units to complete the program varies depending on the program--- the range of credits is 20-23 units, which includes the 2 unit internship class.</td>
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<tr>
<td><strong>Employers:</strong></td>
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<tr>
<td>• Kaiser Permanente</td>
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<tr>
<td>• Santa Clara Medical</td>
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<tr>
<td>• Private Medical Office</td>
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</table>

**Labor Market Information:**

• Average hourly wage in San Jose begins at $27.59, with an annual salary of $57,390.

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In order to advance from Entry Level to Mid-Level positions, it takes 2-3 years of work experience, and higher education.

This is not the exact career path individuals have to take after acquiring their Associate’s Degree or Certificate of Completion as a Healthcare Billing and Medical Record Specialist. These are just the most common career paths individuals tend to follow.
What are the Skills Employers look for in Healthcare Billing and Medical Record Specialists?

Employers are looking for someone who:

• Understands medical terminology and medical codes.
• Understands the legal requirements that go along with medical information and billing.
• Has a basic understanding of accounts payable/receivable or basic accounting.
• Is able to manage and organize medical information and data.
• Is capable of keeping patient medical information confidential from the public.
• Is detailed oriented. This is important because Medical Billing Specialist need to make sure patient information and medical codes are recorded properly.
• Has strong written and oral communication skills.
• Has experience with using Microsoft Applications, especially Excel.
• Has strong customer service skills. Medical Billing specialists will be interacting with patients, either in person or over the phone.
• Is able to work on a team and communicate with the nurses and in some cases the doctors.

Employers may also call me:
• Insurance Billing Specialist
• Medical Administrative Assistant
• Billing Specialist

Moving up: Healthcare Billing

Below are a few examples of how you can eventually move up in your career. These career advancements are options for when you are ready to advance from entry-level to mid-advanced level positions.

Example Career Ladder: