

ADMINISTRATIVE MEDICAL SPECIALIST

(Medical Billing, Coding and Front Office Skills)

According to the current Occupational Outlook Handbook, Medical Billing/Coding is one of the ten fastest growing professions in the U.S and is also listed as one of the fastest growing professions in the allied health industry.

The medical industry is experiencing tremendous demand for individuals with knowledge of medical office operations, billing and coding. The business office of every health care provider must submit the proper documentation to a number of insurance companies for reimbursement. This requirement has created numerous opportunities for trained individuals to be employed in medical offices, clinics, and hospitals, as well as home based opportunities. Students will receive a working knowledge of medical billing and reimbursement in addition to an introduction to the national diagnostic and procedural coding systems. An introduction to medical billing software is also included along with basic medical terminology.

This program will prepare students for the Certified Coding Associate (CCA) exam offered by the American Health Information and Management Association (AHIMA).

Upon completion of the course:

- **Students will be able to perform valuable front office functions for a medical office.**
- **Students will be prepared for the CCA national certification exam.**
- **Students will be knowledgeable of medical coding, medical billing, and know how to complete insurance claim forms.**
- **Students will also be able to input patient information, scheduling, and coding using medical software.**

This is a unique opportunity to receive these comprehensive skills in a concise Web-based training experience. The AMS program is available for immediate registration and you can complete the course from any Web enabled computer. All materials included.

Each student will receive *Medical Terminology Made Easy* with audio, current year CPT, current year ICD9, *Book of Medical Abbreviations*, *Medical Dictionary*, and *Medisoft Patient Accounting demo CD* (240 hours).

How our on-line courses work

- **Students begin when they wish.**
- **Students are assigned an instructor for one-on-one assistance.**
- **Students progress at their own pace.**
- **All materials are included.**
- **The student work is evaluated and a 70% is required for a certificate.**
- **Students will be given six months to complete the program. Extensions are given upon request.**
- **Students will receive a certificate from Mississippi State University upon successful completion.**

Detailed objectives, outlines, prerequisites, frequently asked questions, demos, and ratings of the courses are available at www.gatlineducation.com.

“I just took a job last week with Huguley Hospital in South Fort Worth. I will be working in the Emergency Room - in fact, I start Thursday. I loved the course and am seriously thinking of doing the Advanced Coding class. Thanks again!”

Jana Wells
AMS

“You are the BEST! I am recommending this course to everyone that I can think of. Hope you don’t mind. Thanks so much!”

Lorraine McKissack
AMS

MEDICAL TRANSCRIPTION

Healthcare is a rapidly growing field, and the demand for quality documentation is increasing. According to the current Occupational Outlook Handbook, Medical Transcription is one of the ten fastest growing occupations in the U.S. Medical Transcriptionists work with pharmacists, therapists, technicians, nurses, dietitians, social workers, psychologists, chiropractors, medical doctors and many others. Healthcare providers rely on the legal documents that are created by the medical transcriptionist. This online program will provide students with a working knowledge of medical terminology as well as proficiency in the transcription of medical reports. Career development is also included.

Students should have: (1) a command of a word-processing computer program to include the ability to create documents, proficiency in keyboarding, e-mailing, printing, and browsing the Internet, and (2) a knowledge of English grammar, punctuation, and sentence structure.

The Medical Transcription Program is available for immediate registration, and you can complete the course from any Web enabled computer. Digital transcription equipment and all textbooks are included. Each student will receive: *Medical Terminology Made Easy* with audio, *Book of Medical Abbreviations*, *Hillcrest Medical Center: Beginning Medical Transcription* with audio, and *Stedman’s Medical Dictionary* with CD-ROM (240 hours).

“Congratulations on a great course!! It was quite a challenge, and every case was different. Your dictators were terrific. I don’t see how you could find so many different dialects. Again, thanks for a great course which I feel did a super job of introducing me into the Medical Transcription world!”

Lorraine Higginbotham
Medical Transcription

“Just to let you know that I have completed the Medical Transcription course on-line through Kennesaw State University in Marietta, GA. I really enjoyed the course immensely and appreciated Pat Ireland’s input and insight. Thank you so much. I would highly recommend this course.”

Terry Spainhour
Medical Transcription

COURSE REGISTRATION

Name _____
Social Security # _____
Address _____
City _____
State _____ Zip _____
Work Phone _____ Home Phone _____
E-Mail Address _____

ADMINISTRATIVE MEDICAL SPECIALIST*

Web Based 240 Hours Registration Fee: \$1,395

MEDICAL TRANSCRIPTION*

Web-Based 240 Hours Registration Fee: \$1,395

*Prices include all materials!

Check or Money Order MasterCard Visa AMEX
 Purchase Order Discover

Account # _____

Exp. Date _____ Signature _____

HOW TO REGISTER

BY MAIL: Complete the registration form above, attach your check or money order and mail to the address listed below.

BY PHONE: Call (662) 325-3476. Phone registration hours are from 8:00 a.m. to 5:00 p.m. M-F.

BY FAX: Fax registration is available 24 hours a day, 7 days per week. Be sure to fax your fully completed enrollment form with credit card information provided to (662) 325-8666.

Mississippi State University
Division of Academic Outreach and
Continuing Education
Attn: EAS
PO Box 5247
Mississippi State, MS 39762

For information on financial assistance please visit
www.collegeloanapplication.com

For Student Loan Information, call: The Education Resources Institute (TERI) at (800) 255-8374, ext. #2 (The Customer Service Department can take your application over the phone.)

Mississippi State University does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, or veteran status.

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Administrative Medical Specialist

Medical Transcription



Mississippi State
UNIVERSITY
Division of Continuing Education

<http://www.ce.msstate.edu/>

Online Certificate Programs
in association with

 **GATLIN**
Education Services
www.gatlineducation.com