

# Medical Biller and Coder Apprenticeship



Looking for a rewarding career in an essential and growing industry? Take a closer look at becoming a

## Medical Biller and Coder

If you are a Californian resident with a disability looking to get into the workforce, now is the time to start a rewarding healthcare career as a Medical Biller and Coder!

The Ready, Willing and Able initiative, in partnership with Healthcare Career College, is currently recruiting for a select-entry Medical Biller and Coder pre-apprenticeship program.

Medical Billers and Coders are crucial to the healthcare sector: through coding medical services, procedures and treatments, they enable clinics and hospitals to prepare accurate invoices, receive payments, manage records and insurance claims, and help patients and providers to be reimbursed on time.

Did you know that Medical Billing and Coding is one of America's fastest-growing occupations, with the number of professionals employed projected to grow by 16% over the next decade?

The apprenticeship program is based at Paramount, Los Angeles County. After completing the 10-month formal technical instruction stage of the apprenticeship, participants will be placed into employment with a leading healthcare employer.

#### Throughout the program, you will:

- Develop practical skills and experience in a clinical environment
- Study a nationally recognized qualification, and receive free role-specific certification testing
- Access terrific long-term career opportunities in a dynamic, essential industry
- Progress into Health Information Technology, Clinical Management, Hospital Coding Management positions, and many more!

#### Pre-requisites:

To start, all you need is your high school diploma (or GED equivalent), enthusiasm, and a willingness to learn. If this sounds like you, we want to hear from you!

Did you know that upon qualification a Medical Biller and Coder enjoys an average starting salary of \$48,310? \*

\* Source: <https://www.bls.gov/oes/current/oes292072.htm>

### HOW TO APPLY

To apply now please email [recruitment@readywillingable.us](mailto:recruitment@readywillingable.us)  
For more information phone **Alexandra Mendoza** on **949 685 9020**

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AND  
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Healthcare Career College is a partner of the RWA initiative

Ready, Willing and Able is a partnership between the California Department of Rehabilitation and the Institute for Workplace Skills and Innovation America which seeks to aide Californians with disabilities to access exciting full-time career opportunities.

[www.readywillingable.us](http://www.readywillingable.us)

# Medical Biller and Coder

## What You Need to Know

Medical Billers and Coders compile, compute, and record billing, accounting, statistical, and other numerical data for billing purposes. Prepare billing invoices for services rendered or for delivery or shipment of goods.

### On the job, you will:

- Verify accuracy of billing data and revise any errors.
- Resolve discrepancies in accounting records.
- Prepare itemized statements, bills, or invoices and record amounts due for items purchased or services rendered.

## What Do You Need To Succeed In This Role?

### Key Attributes

#### This job will suit individuals who possess:

- Integrity
- Dependability
- Attention to Detail
- Independence
- Concern for Others
- Cooperation

### Abilities

#### Verbal

- read and understand what is written
- communicate by speaking

#### Math

- add, subtract, multiply, or divide

### Skills

#### Basic Skills

- reading work related information
- using math to solve problems

#### Problem Solving

- noticing a problem and figuring out the best way to solve it

Source: <https://www.mynextmove.org/profile/summary/43-3021.00>



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