



ACCOUNTING & BUSINESS SCHOOL OF THE ROCKIES

ADMINISTRATIVE MEDICAL SPECIALIST PROGRAM - ONLINE

Accounting & Business School of the Rockies now has a new, Administrative Medical Specialist program available online. This program starts with the basics of administrative tasks, procedures and records management and builds students' knowledge with medical billing and coding and medical terminology.

Our new online program provides students a focused solution with a specific course start and completion date, a user friendly learning platform, technical support, instructor support and post-training career services support.

How it Works

ABSR's online Accounting Technician Certificate Program consists of the following courses, all of which are delivered online:

Administrative Medical Specialist

- The Medical Assisting Profession and the Healthcare Team
- Coping Skills and Therapeutic Communication
- Legal and Ethical Consideration
- The Facility Environment
- Computers in the Ambulatory Care Setting and Telecommunications
- Patient Scheduling
- Medical Records Management
- Written Communications
- Medical Documents
- Daily Financial Practices

Medical Billing and Coding

- The Insurance Billing Specialist and Legal Aspects of Insurance Billing
- Introduction to Health Insurance
- ICD-9-CM
- ICD-10-CM
- CPT and HCPCS Level II
- Abstracting Information from Medical Documents
- New Patients, Insurance Claims and EOBs
- Submitting Electronic Claims and CMS 1500
- Blue Cross/Blue Shield
- Medicare
- Other Healthcare Programs

Medical Terminology

- A Foundation in Medical Terminology
- The Skeletal and Muscular Systems
- The Cardiovascular and Respiratory Systems
- The Digestive, Urinary, and Reproductive Systems
- Nervous and Integumentary Systems and Special Senses
- The Lymphatic, Immune, and Endocrine Systems

Program duration is 1 year and all course materials are included in the cost.

Career Information

Graduates of ABSR's ACCOUNTING TECHNICIAN CERTIFICATE PROGRAM are prepared for the following occupations:

- Medical Receptionist
- Front Office Coordinator
- Unit Secretary
- Patient Coordinator
- Medical Records Registrar
- Administrative Assistant

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