

GETTING YOUR FIRST MEDICAL BILLING AND CODING JOB



FINDING WORK IN CODING AND BILLING

- Despite the 20% projected growth between now and 2020, coding and billing jobs can often be hard to find
- Many new coders start in related medical fields to get their foot in the door

HOW TO GET YOUR FOOT IN THE DOOR

- Huge range of **health informatics positions**
 - Health informatics is the management of analysis of health data
- If you can't get into coding or billing right away, try ...
 - Front office positions and other clerical work
 - Health record management
 - Receptionist

OTHER STRATEGIES FOR STARTING OUT

- Volunteer at a practice
- Job-shadow
 - This is also a good strategy for making professional connections
- Look for internships and externships

FINDING A POSITION

- For **Internships**:
 - Third-party sites like [InternMatch](#)
 - [LinkedIn](#)
 - Professional Organizations' [job boards](#) (AAPC and AHIMA have good ones)
- For **Jobs**:
 - [AAPC](#) and [AHIMA](#)
 - Third party vendors like [LinkedIn](#), [Monster](#), [Indeed](#)

BENEFITS OF MEMBERSHIP

- Consider joining a professional organization like the **AAPC**, **AMBA**, or **AHIMA**
- Each has **discounted student rates**
- Membership allows you to meet other professional coders, ask their advice, and use them as professional references

GET CERTIFIED FIRST

- This option isn't for everyone, but some coders **take the CPC exam right out of school** (without the recommended two years of work experience)
- They then work as a **CPC-A (the Apprentice level certification)** and try and get a full certification through either work experience or extra classes
 - This gives unexperienced coders the benefit of a certification, without having to wait two years
 - Bear in mind that the test is very difficult, and you'll find it much easier to pass with some work experience under your belt

HOW TO INTERVIEW FOR A JOB

- Do your research
 - **What does the company do?** What kind of practices do they code and/or bill for? What kind of software do they use?
 - Use this information to demonstrate how your skills will help the company

HOW TO INTERVIEW FOR A JOB CONT.

- **Be prepared to get tested**
 - Your interviewer wants to know more than your education and your personality—they want to make sure you can handle the tasks of the job. Be prepared to speak at length about your technical skills and how you'd apply them to certain situations.
 - Some jobs will test you on medical terminology, so brush up before the interview
 - You may also have to work through some hypothetical scenarios
 - These will demonstrate your ability and comfort level with the tasks of the job

HOW TO INTERVIEW FOR A JOB CONT.

- **Speak to your Experience**
 - Talk about the practice management or coding software you're familiar with
 - Phrase your school experience in ways that will apply to real life, working scenarios

HOW TO INTERVIEW FOR A JOB CONT.

- **Interact with your Interviewer**
 - Ask your interviewer questions about the business
 - What software do they use? What's the case volume like? What's the designated turnaround for claims/superbills?
 - Serious, practical questions demonstrate a readiness and willingness to take challenges head-on
 - If **you're thinking about certification** in the near future, be sure to **mention this to your interviewer**
 - There may even be a chance they have a certification protocol at the business