

# MEDICAL RECORDS & BILLING SPECIALIST



**WORKFORCE**  
READING AREA COMMUNITY COLLEGE

Medical Records & Billing Specialist are essential in the healthcare industry. These key staff members navigate the insurance process, understand coverage, verify benefits, apply codes for billing, and often work with patients to explain invoices. This program equips the student with the skills and knowledge needed to obtain employment in hospitals or medical offices.

#### **How long does it take to complete?**

The program is a total of 444 hours and will be delivered over 21 weeks. Monday through Friday from 9 a.m. to 1:30 p.m. The included internship experience will occur at a medical facility

#### **What does this program cost?**

\$4,660 and a one-time administration fee of \$20.00.

#### **What are the requirements?**

High School Diploma or GED and age 18 or older. All students must pass the Adult Placement Indicator (A.P.I.) test or provide a college transcript showing one college level English class with a grade of C or better, and must complete a criminal background check.

**To schedule the API test you will contact the Registration Specialist at 610-372-4721 ext. 5701.**

The RACC logo is a red oval containing the letters "RACC" in a white, serif font.

RACC

Workforce and Continuing Education  
for more information contact 610-372-4721 ext. 5701