

MEDICAL INSURANCE BILLING CLERK

Medical Insurance Billing Clerks are responsible for billing patients and insurance companies, collecting co-pays, recording billing payments in the software system, and reconciling payments. This course covers patient advocacy, ethics, current medicolegal issues (such as HIPAA and the Affordable Care Act), analysis of various types of documentation and the medical record, diagnostic (ICD-10-CM) and procedure (CPT/HCPCS) coding, basic commercial and government health plan benefit structures and communications, and tracking reimbursement and appeal process. **Visit SimiInstitute.org or call 805.579.6200 for more information.**



COMMON JOB DUTIES

- Obtain patient insurance and demographic info
- Complete a variety of paper and electronic forms, and maintain accurate and legally compliant medical/financial records
- Code medical procedures, encounters, services and supplies
- Code diagnostic info related to medical services
- Process and submit insurance claims
- Post ledger transactions such as charges for medical services/supplies and payments received from insurance coverages and patients
- Prepare patient statements and collect balances
- Claim follow-up and appeal process for denials

SPRING 2026 COURSE SCHEDULE

Course Length: 5 months (2 days /week)

Dates: January 12 - June 3, 2026

Days: Monday & Wednesday

Time: 8:00 am - 12:00 pm

Course Fee: \$750, includes textbook

Prerequisite: Must be 18 years or older.



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