



GET PAID WHILE YOU LEARN

Capital Health Hospital Billing Academy

Capital Health's Billing Academy is a classroom-style training program featuring both didactic and systems training that is designed for people who don't have prior hospital billing experience but want to build a career in revenue cycle operations. It is an opportunity to start in a role that is part of a stable, and in-demand career path.

Hospital billing is the engine that turns patient care into accurate claims. The academy is perfect for those who want to support the billing process by ensuring claims are submitted correctly, issues are resolved quickly, and reimbursement realized. This ensures Capital Health can continue to invest in delivering high quality care to our patients and the communities we serve.

Those who are hired will learn the fundamentals of hospital billing and follow-up; plus, how strong workflows and systems support claims getting paid for the important work we do.

The academy is one of several Capital Health programs designed to invest in our employees and the community, providing the opportunity for professional growth and development.

Selected candidates will be hired as full-time, paid, Billing staff intern employees. After their successful completion of the program, students will be moved into full-time positions on our hospital Billing team. The Hospital Billing Academy is a 12-week, 40 hours a week, full-time classroom style training program with testing conducted throughout for successful continuation and completion of the program.

EXPERIENCE: High School diploma or GED is required. Billing experience is not required. Internal candidates must have at least six months of service with satisfactory performance.

KNOWLEDGE AND SKILLS: English proficient. Possess basic computer skills. Ability to learn and maintain basic revenue cycle and hospital billing education and instructions. Proficient time management skills.

USUAL WORK DAY: Monday – Friday from 7:30 a.m. – 4 p.m. for 12 weeks during the training period. Full time hours continue after transitioning to full-time role.

If interested, please visit our website to learn more and apply.

TWO EASY WAYS TO APPLY

1. **SCAN THE QR CODE** then select 'Apply' to input application.



Capital Health
Employees



Non-
Employees

2. **VISIT CAPITALHEALTH.ORG** and click on 'Careers' button in the top right corner. Scroll down to 'Apply Now' button and type in 'Billing Intern' to bring up listing to apply.



capitahealth