

# MEDICAL BILLING AND CODING

## CERTIFICATE PROGRAM

Quarter Credit Hours Required = 60

The Medical Billing and Coding certificate program is designed to serve those students interested in gaining access to entry-level positions in the medical field related to reimbursement procedures. Students will focus on the fundamentals of medical office protocol and specialized training in Current Procedural Terminology (CPT), International Classification of Diseases (ICD-9-CM), and Healthcare Common Procedure Coding System (HCPCS) coding conventions. In addition to classroom experiences, this program includes hands-on learning as part of an externship.

Upon successful completion of this program, students should be able to

- explain the components of the various body systems and corresponding medical terminology;
- recognize the importance of confidentiality when dealing with medical records;
- describe the essential working aspects of a successful medical office;
- demonstrate the ability to utilize codes in the practical medical reimbursement process;
- classify the various billing and coding information into a useful compendium that will avoid claims rejections;
- use computer technology software for completing medical office insurance forms; and
- coordinate a successful job search.

	<b>Quarter Credit Hours</b>
AOM 1010    Keyboarding.....	4
BIO 1120    Anatomy and Physiology: Body Structures.....	4
BIO 1130    Anatomy and Physiology: Organs and Systems.....	4
EDU 1010    Learning Framework.....	4
EDU 1020    Career Exploration/Planning.....	4
MBC 1010    Medical Coding: Current Procedural Terminology.....	4
MBC 1020    Medical Coding: International Classification of Diseases.....	4
MBC 1035    Intermediate Coding.....	4
MBC 1800    Medical Billing and Reimbursement.....	4
MBC 2260    Advanced Medical Billing and Reimbursement.....	4
MBC 2500    Medical Billing and Coding Certification Review.....	2
MBC 2600    Medical Billing and Coding Externship.....	6
MED 1010    Medical Terminology.....	4
MED 1117    Microcomputer Fundamentals in Healthcare.....	4
MED 1140    Medical Law and Ethics.....	4
<b>TOTAL MINIMUM QUARTER CREDIT HOURS REQUIRED.....</b>	<b>60</b>