

MEDICAL BILLING AND CODING

DIPLOMA PROGRAM

Quarter Credit Hours Required = 60

Contact Hours Required = 800

The Medical Billing and Coding 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. Graduates or students who are currently in externship are eligible to sit for national certification examinations. Students typically register for the examination during their certification exam review class. Certification examinations are offered on campus.

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.

		Lecture Hours	Lab Hours	Externship Hours	Total Hours	Quarter Credit Hours
AOM 1010	Keyboarding	20	40	0	60	4
BIO 1120	Anatomy and Physiology: Body Structures	40	0	0	40	4
BIO 1130	Anatomy and Physiology: Organs and Systems	40	0	0	40	4
EDU 1010	Learning Framework	40	0	0	40	4
EDU 1020	Career Exploration/Planning	40	0	0	40	4
MBC 1010	Medical Coding: Current Procedural Terminology	40	0	0	40	4
MBC 1020	Medical Coding: International Classification of Diseases	40	0	0	40	4
MBC 1035	Intermediate Coding	40	0	0	40	4
MBC 1800	Medical Billing and Reimbursement	20	40	0	60	4
MBC 2260	Advanced Medical Billing and Reimbursement	20	40	0	60	4
MBC 2500	Medical Billing and Coding Certification Review	20	0	0	20	2
MBC 2600	Medical Billing and Coding Externship	0	0	180	180	6
MED 1010	Medical Terminology	40	0	0	40	4
MED 1117	Microcomputer Fundamentals in Healthcare	20	40	0	60	4
MED 1140	Medical Law and Ethics	40	0	0	40	4
TOTAL MINIMUM QUARTER CREDIT HOURS REQUIRED		460	160	180	800	60