

MEDICAL BILLING AND CODING

CERTIFICATE PROGRAM

Quarter Credit Hours Required = 60

This 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), and Healthcare Common Procedural Coding System (HCPCS). 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.

	Quarter Credit Hours
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
TOTAL MINIMUM QUARTER CREDIT HOURS REQUIRED	60