

# MEDICAL BILLING AND CODING

## DIPLOMA 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.

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 1030 Medical Coding: Healthcare Common Procedure Coding System.....	4
MBC 1800 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 1080 Medical Office Procedures.....	4
MED 1140 Medical Law and Ethics.....	4
MED 1840 Medical Insurance Procedures.....	4
<b>TOTAL MINIMUM QUARTER CREDIT HOURS REQUIRED.....</b>	<b>60</b>