

MEDICAL BILLING AND CODING CERTIFICATE

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Students in the Medical Billing and Coding certificate are trained for entry-level coding and billing positions in a wide variety of healthcare settings such as physician medical offices, clinics, medical insurance companies, and various other health-oriented organizations. Students will develop skills that impact medical reimbursement and are essential for the financial stability of every healthcare organization providing patient services and treatment. Skill sets include application of ICD-10-CM, CPT and HCPCS coding systems, medical terminology, anatomy and physiology, electronic health records, processing insurance claims, and reimbursement practices.

Program Learning Outcomes

Upon completion, the student will be able to:

1. Transform narrative descriptions of procedures and diagnoses into numerical billing format utilizing ICD-10-CM, CPT and HCPCS classification system.
2. Identify the procedures for patient record retrieval and reimbursement
3. Apply computer and information literacy skills using electronic health records software.
4. Interpret coding guidelines and federal regulations for accurate code number assignment and completion of billing forms.
5. Ensure document compliance for services being billed.
6. Demonstrate effective communication skills, professional behaviors, critical thinking, and problem solving skills.
7. Prepare for successfully passing a national certifying exam as a medical coder.

Technical Standards

See here for details.

“C” grade policy

- A minimum 2.0 GPA is required for graduation.
- A grade of “C” or higher must be achieved in all courses carrying the specific program prefix such as DHY, EMS, MAT, NSG, OTA, PNS, PTA, RAD, RES and SRG.
- All programs and certificates require a grade of “C” (2.0) or better in required science courses and in required basic/related health science (BHS) courses as well as in selected general education and basic/related science courses (see program requirements).

All of the following required coursework needs to have been completed within five years of matriculation into a Health Sciences program or certificate.

Code	Title	Hours
BIO 1000	Basic Human Structure and Function	3
BIO 1110	Anatomy and Physiology I (The age requirement may be waived by the Program Chair or Coordinator if the applicant is currently working in a healthcare field.)	4
BIO 1120	Anatomy and Physiology II (The age requirement may be waived by the Program Chair or Coordinator if the applicant is currently working in a healthcare field.)	4
BIO 1400	Microbiology	4
BHS 1390	Medical Terminology	2
BHS 2110	Growth and Development: Lifespan	2
CHM 1120	Introductory Organic and Biochemistry	4
DTN 1220	Principles of Nutrition	2
NSG 1721	Pharmacology for Nursing	2

*NOTE: CPT 1250 Computer Applications in the Workplace also applies to the “C” grade policy (including 5 year age requirement) for the Medical Billing and Coding certificate program.

First Year		Hours
First Semester		
BIO 1000	Basic Human Structure and Function	3-4
or BIO 1110	or Anatomy and Physiology I	
BHS 1390	Medical Terminology	2
MAT 2410	Medical Office Coding	4
MAT 2430	Electronic Health Records and Procedures	3
Term Hours		12-13
Second Semester		
BHS 1160	Medical Law-Ethics Healthcare	2
CPT 1250	Computer Applications in the Workplace	3
MAT 2310	Healthcare Reimbursement	3
MAT 2420	Medical Coding - Advanced	2
Term Hours		10
Total Hours		22-23