HEALTHCARE ADMINISTRATION: MEDICAL BILLING & CODING
Associate in Science Degree

Program Description
The Health Care Administration Program is mainly designed for students who anticipate transferring to a baccalaureate degree-granting institution. The course of study is interdisciplinary and includes the college core curriculum and courses specific to administration and health care as well as general liberal arts. Within this program students may choose the Medical Billing and Coding option.

Program Outcomes
At the completion of this program, the student should be able to:
- Recognize the essential duties and responsibilities of medical insurance billing
- Demonstrate proficiency in English language and grammar in the medical environment
- Interpret a patient medical report
- Describe the reimbursement procedures for different types of medical records, settings, and procedures
- Evaluate the accuracy and completeness of the patient record as defined by organizational policy and external regulations and standards
- Validate the data collected for appropriate reimbursement;
- Outline the ethical considerations that impinge on the fields of healthcare
- Define medical terms and abbreviations
- Demonstrate an understanding of the anatomy and physiology of the human body from the cellular level to the system level
- Describe the origins, history, structure, and functions of the U.S. healthcare system

The College Core Curriculum
- IDS 167 First Year Seminar 3 credits
- ENG 101 English Composition I 3 credits
- ENG 102 English Composition II 3 credits
- CSI 101 Introduction to Computer Science 3 credits
- PSY 101 General Psychology 3 credits
- History/Government Core 3 credits
- Math Core (MAT207 Statistics recommended) 3 credits
- Natural Science Core (HSC 149 Applied A&P for Healthcare Professions recommended) 4 credits

Program requirements
- HSC 107 Orientation to Healthcare 1 credit
- HSC 140 Medical Terminology 3 credits
- HCA 104 Health Care Delivery Systems (formerly BUS 203) 3 credits
- PHL 103 Medical Ethics 3 credits
- CSA 213 Database Management 3 credits
- FIN 202 Health Care Finance 3 credits
- BUS 101 Introduction to Business 3 credits
- SOC 112 Interpersonal Communication 3 credits
- MBC 101 Intro to Medical Billing and Coding 3 credits
- MBC 125 Medical Administration and Coding: Certification Prep 6 credits
- MBC Program Concentration Courses 6 credits

Total credits required for graduation 62 credits

Program Concentration Courses
- MBC 102 English for Health Claims 3 credits
- MBC 297 MBC Internship 3 credits
- SPN 108 Spanish for Healthcare 3 Credits