HEALTHCARE ADMINISTRATION: MEDICAL BILLING AND CODING
Certificate

Program Description

The Certificate Program in Medical Billing and Coding supplies students with knowledge of the healthcare system, anatomy and physiology and related terminology, as well as of treatment of and procedure codes use by the healthcare industry and how to accurately communicate those codes to insurers and agencies for payment to providers. A focus of the program is preparation to sit for the Certified Professional Coder National Examination, and preparation for employment in a variety of healthcare systems, such as hospitals and medical practices.

Program Outcomes

At the completion of this program, students should be able to:

- Demonstrate proficiency in coding using: International Classification of Diseases, Ninth Revision (ICD-g) Current Procedural Terminology (CPT) coding book; Healthcare Common Procedure System (HCPCS).
- 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.
- Describe the origins, history, structure, and functions of the U.S. healthcare system.

Program Requirements – 16 credits total	Credits
BUS 202 Principles of Customer Service (F)	3 credits
CSI 101 Introduction to Computers	3 credits
MBC 101 Intro to Medical Billing and Coding	4 credits
MBC 120 Insurance Claim Procedures	3 credits
MBC 127 Medical Diagnostic & Coding Preparation	3 credits
Total credits required for graduation	**16 credits**

Additional Information
1. Indicates course requires the completion of a prerequisite. Note: All classes are offered in the fall and the spring unless otherwise designated: F=Class is only offered in the Fall S=Class is only offered in the Spring

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