

Student ID: _____
Student Name: _____
Adviser Name: _____

Catalog: Catalog 2022-2023
Program: Medical Billing and Coding (C)
Minimum Credits Required: _____

Medical Billing and Coding (C)

Certificate • Program Code: 190 • Credit Hours: 34-37 • Contact Hours: 42-50

Dean: **Michele Andrews**

This certificate is designed for students interested in working in medical billing and coding departments of larger physician practices. With increasing emphasis on accountability in healthcare and the increasing complexity of federal coding requirements, demand for individuals trained in this field is expected to remain high.

This certificate prepares students at an appropriate level for understanding medical billing and coding in private physician and dental practices and is useful as an additional certificate for individuals in the Medical Office Assistant or other Allied Health programs.

There are two main certification organizations for this profession: the American Health Information Management Association (www.ahima.org) and the American Academy of Professional Coders (www.aapc.com). Students are encouraged to investigate and pursue certification opportunities.

Program Requirements: 28-31 Credit Hours

Course Name	Term Taken	Grade	Gen Ed
AH 130 - Body Systems And Diseases (3 credit hours) or BIO 133 - Human Biology With Lab (4 credit hours)			
B 104 - Business Math (3 credit hours) MATH 109 - Beginning Algebra (4 credit hours) or higher			
COM 111 - Public Speaking (3 credit hours) or COM 170 - Interpersonal Communication (3 credit hours)			
ENG 111 - English Composition I (3 credit hours) OAS 101 - Customer Service (1 credit hour) OAS 116 - Medical Terminology (3 credit hours) OAS 190 - Employability Skills (1 credit hour) OAS 220 - Beginning Medical Coding (2 credit hours) OAS 221 - Beginning Medical Billing (2 credit hours) OAS 231 - Advanced Medical Coding CPT (2 credit hours) OAS 232 - Advanced Medical Coding ICD 10-CM (3 credit hours) OAS 285 - Work Based Learning - Office Administration Services (2 credit hours)			

Additional Requirements: Choose 6 Credit Hours

Course Name	Term Taken	Grade	Gen Ed
AH 180 - Pharmacology For Allied Health (3 credit hours) BIO 235 - General Anatomy & Physiology I (4 credit hours) BIO 236 - General Anatomy & Physiology II (4 credit hours) OAS 122 - Document Processing I (3 credit hours) OAS 145 - Electronic Health Records (3 credit hours) OAS 252 - Microsoft Office For Windows (3 credit hours) OAS 255 - Microsoft Excel (3 credit hours) OAS 256 - Microsoft Access (3 credit hours)			

Suggested Sequence for Full-Time Students:

Semester I (Fall)

Course Name	Term Taken	Grade	Gen Ed
AH 130 - Body Systems And Diseases (3 credit hours) or BIO 133 - Human Biology With Lab (4 credit hours)			
B 104 - Business Math (3 credit hours) or MATH 109 - Beginning Algebra (4 credit hours) or higher			

OAS 116 - Medical Terminology (3 credit hours)			
Semester II (Winter)			
Course Name	Term Taken	Grade	Gen Ed
ENG 111 - English Composition I (3 credit hours)			
OAS 101 - Customer Service (1 credit hour)			
OAS 190 - Employability Skills (1 credit hour)			
OAS 220 - Beginning Medical Coding (2 credit hours)			
OAS 221 - Beginning Medical Billing (2 credit hours)			
• 1 Additional Requirements			
Semester III (Fall)			
Course Name	Term Taken	Grade	Gen Ed
COM 111 - Public Speaking (3 credit hours) or			
COM 170 - Interpersonal Communication (3 credit hours)			
OAS 231 - Advanced Medical Coding CPT (2 credit hours)			
OAS 232 - Advanced Medical Coding ICD 10-CM (3 credit hours)			
OAS 285 - Work Based Learning - Office Administration Services (2 credit hours)			
• 1 Additional Requirements			
Notes:			