

MEDICAL OFFICE: BILLING AND CODING - CERTIFICATE

Certificate

Faculty Adviser

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This program can be completed 100% online!

This program provides students the training they need to work in entry level jobs in billing and coding. Students who complete this degree will be prepared to work in medical offices, hospitals, clinics, insurance firms, government facilities, and nursing homes.

Students who complete this program can start entry level work and return any time to complete the Billing and Coding AAS degree.

Program Outcomes

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

- Differentiate the roles of the health care team, elements of successful leadership and problem-solving strategies
- Discuss and use medical terminology
- Discuss verbal and nonverbal communication, including gender differences, cultural awareness and sensitivity and the elements of speaking and listening
- Discuss the knowledge and skills required of a medical billing specialist and medical coder
- Discuss the elements of billing and coding
- Complete a professional résumé
- Explain job searches and correct interview techniques
- Use specialized computer programs (EMR) and the Microsoft Office suite

Note: A minimum grade of "C" is required in all courses.

General education courses (such as math, writing, health, etc.) can be taken during any term, or before starting the program.

First Quarter

Fall		Credits
MO110	Foundational Principles for the Medical Office Team ★ (must be completed before starting third term courses)	3
MO111	Medical Terminology ★	4
MO140	Understanding Medical Insurance ★	3
MO230	Medical Coding I: ICD-10-CM ★	3
MTH065 or MTH058	Beginning Algebra II ★ (or higher) or Quantitative Reasoning I	4-6
Credits		17-19

Second Quarter

Winter		
BI121 or BI100	Essentials of Human Anatomy and Physiology I ★ or Survey of Body Systems ★	4
MO116	Medical Office Procedures ★	4

MO231	Medical Coding II: Procedural Coding ★	4
MO240	Medical Office Billing I ★	3
Credits		15

Third Quarter

Spring		
Select one:		3-4
BI122	Essentials of Human Anatomy and Physiology II ★ (if BI121 was taken)	
Elective, if needed to reach 59 certificate credits		
MO136	Healthcare Documentation ★	3
MO226	Pharmacology and Disease Processes for Medical Office Occupations ★	4
MO232	Medical Coding III: Evaluation and Management ★	3
MO241	Medical Office Billing II ★	3
MO234	CPC Review	2
Credits		18-19

Fourth Quarter

Summer		
CIS120L	Computer Concepts Lab I ★	1
WR121Z	Composition I ★	4
PSY201Z	Introduction to Psychology I ★	4
Credits		9
Total Credits		59-62