

MEDICAL OFFICE: BILLING AND CODING - CERTIFICATE

Certificate | mhcc.edu/MedicalOffice (<http://mhcc.edu/MedicalOffice/>)

Faculty Adviser

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This program can now 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.

For the most part, courses that fulfill general education requirements can be taken in any term. Students should work with the faculty adviser(s) to create a custom academic plan based on course placement levels, career goals, and full time/part time status.

Admitted students may also log on to Navigate (<https://mhcc.campus.eab.com/home/>) to start the process of building an academic plan based on this major and can notify an adviser for review.

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		
BI122	Essentials of Human Anatomy and Physiology II ★ (only if you took BI121)	4
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		19

Fourth Quarter

Summer		
CIS120L	Computer Concepts Lab I ★	1
PSY201	General Psychology ★	4
WR121Z	Composition I ★	4
Credits		9
Total Credits		60-62

Exploring **billing and coding** as your major? Learn more with MHCC's Career Coach (<https://mhcc.lightcastcc.com/programs/medical-office-billing-and-coding-certificate/209250/?region=Greater%20Multnomah%20County%20Area&radius=100%20miles>), which covers: skills needed for each career, wages, employment rates, and live job postings in the Greater Multnomah County Area.

Careers related to billing and coding:

- Insurance Claims and Policy Processing Clerks (<https://mhcc.lightcastcc.com/careers/insurance-claims-and-policy-processing-clerk/?region=Greater%20Multnomah%20County%20Area&radius=100%20miles>)
- Medical Records Specialists (<https://mhcc.lightcastcc.com/careers/medical-records-specialist/?region=Greater%20Multnomah%20County%20Area&radius=100%20miles>)
- Medical Secretaries and Administrative Assistants (<https://mhcc.lightcastcc.com/careers/medical-secretary/?region=Greater%20Multnomah%20County%20Area&radius=100%20miles>)
- Health Information Technologists and Medical Registrars (<https://mhcc.lightcastcc.com/careers/health-information-technologist-or-medical-registrar/?region=Greater%20Multnomah%20County%20Area&radius=100%20miles>)