

# MEDICAL OFFICE SPECIALIST: BILLING AND CODING - DEGREE

## Associate of Applied Science Degree Program

### Faculty Adviser

**Kaisa Larson:** 503-491-7195 | Room AC2789 | Kaisa.Larson@mhcc.edu

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

Billing requires a worker to:

- Manage health care billing processes.
- Adjust and resubmit claims.
- Adhere to current health care industry regulations and policies.
- Comply with insurance procedures and plan coverage.

Coding requires a worker to:

- Ensure medical charts are correct and complete.
- Check signatures.
- Confirm medical data in computers.
- Connect with providers to ensure correct information or diagnosis.
- Assign the proper diagnosis and procedural codes.

Students without computer experience or who want to brush up on computer skills before beginning this program are encouraged to enroll in BCS090 Computer Basics for College Success, a **free** course offered through the Learning Success Center.

## 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 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 coder
- Discuss the knowledge and skills required of a medical biller
- 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

Medical Office students are required to complete a criminal background check and may be required to provide documentation of immunizations prior to beginning an internship. Please speak to your adviser with immunization-specific questions. **Do not complete a background check** without first consulting with your program adviser. Drug and alcohol screening may be required.

**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
BI121 or BI100	Essentials of Human Anatomy and Physiology I ★ <sup>1</sup> or Survey of Body Systems ★	4
CIS120L	Computer Concepts Lab I ★	1
MO110	Foundational Principles for the Medical Office Team ★ (must be completed before starting third term courses)	3
MO111	Medical Terminology ★	4
MTH065 or MTH058	Beginning Algebra II ★ (or higher) or Quantitative Reasoning I	4-6
<b>Credits</b>		<b>16-18</b>

### Second Quarter

Winter		
CIS125WP	Word Processing ★	3
COMM115 or COMM218Z	Introduction to Intercultural Communication ★🌐 or Interpersonal Communication ★	4
MO140	Understanding Medical Insurance ★	3
Select one:		3-4
BI122	Essentials of Human Anatomy and Physiology II ★ (if BI121 was taken) <sup>1</sup>	
Elective, if needed to reach 90 degree credits		
<b>Credits</b>		<b>13-14</b>

### Third Quarter

Spring		
MO117	Hospital Administrative Procedures ★	3
MO136	Healthcare Documentation ★	3
MO141	Patient Advocate for Medical Insurance ★	3
WR121Z	Composition I ★	4
<b>Credits</b>		<b>13</b>

### Fourth Quarter

Fall		
HE252 or HPE295	First Aid: Responding to Emergencies or Health and Fitness for Life ★	3
MO116	Medical Office Procedures ★	4
MO226	Pharmacology and Disease Processes for Medical Office Occupations ★	4
MO230	Medical Coding I: ICD-10-CM ★	3
<b>Credits</b>		<b>14</b>

### Fifth Quarter

Winter		
MO231	Medical Coding II: Procedural Coding ★	4
MO240	Medical Office Billing I ★	3
MO250	Medical Law and Ethics	3
PSY201Z	Introduction to Psychology I ★	4
<b>Credits</b>		<b>14</b>

**Sixth Quarter****Spring**

BA111	Introduction to Accounting ★	4
M0214	Building a Professional Portfolio ★	1
M0232	Medical Coding III: Evaluation and Management ★	3
M0234	CPC Review	2
M0241	Medical Office Billing II ★	3
<b>Credits</b>		<b>13</b>

**Seventh Quarter****Summer**

WE280MOBD	Coop Ed - Medical Office Billing	4
Elective, if needed to reach 90 degree credits		3
<b>Credits</b>		<b>7</b>
<b>Total Credits</b>		<b>90-93</b>

<sup>1</sup> Students may fulfill the Anatomy & Physiology requirement with any of these 3 options:

1. BI100 Survey of Body Systems ★ , or
2. BI121 Essentials of Human Anatomy and Physiology I ★ and BI122 Essentials of Human Anatomy and Physiology II ★ , or
3. BI231 Human Anatomy and Physiology I ★ , BI232 Human Anatomy and Physiology II ★ , and BI232 Human Anatomy and Physiology II ★

Please note: Students who choose option 1 may need to take an elective course in order to reach 90 credits.