

PROGRAM OUTLINE

Medical Billing and Coding Specialist

Program Description:

Medical Billing and Coding Specialist program will prepare the student to access health information for medical billing and coding. Students will be able to identify diseases, and assign appropriate medical codes to narrative descriptions of health diseases and procedures required for reimbursement, medical research, quality assurance, or risk management. Graduates of this program may pursue certification by passing national measures and proficiency examination with the National Center for Competency Testing.

Employment opportunities may exist in medical offices, outpatient clinics, private billing agencies, consulting firms and home office. This program is represented to lead to multiple job opportunities and is not meant to lead to any particular outcome. While job placement assistance is offered, finding a job is the ultimate responsibility of the student. The institute does not guarantee that any student will be placed in a training related job or at all.

Admission Requirements:

Individuals applying for this course of study are required to:

- ◆ Be at least 17 years of age, under age 18 requires parental permissions. Age will be verified with individual's ID, if no ID is available then a Birth Certificate will be required; and
- ◆ Present proof of secondary education (High School Diploma or General Equivalency Diploma)

Method of Delivery: Residential/On-Campus

Program Outline

Subject #	Subject Title	Course Hours			
		Lec	Lab	Ext	Total
MT100	Medical Terminology	30	00	00	30
AP100	Anatomy and Physiology	30	00	00	30
AP101	Pathophysiology	30	00	00	30
MOS100	Medical Office Administrative Procedures	30	00	00	30
ML100	Medical Law and Ethics	30	00	00	30
PT100	Pharmacology	20	40	00	60
COM100	Computer Applications 1 (Keyboarding)	10	20	00	30
COM101	Computer Applications 2 (Word/Excel/Power Point)	10	20	00	30
COM102	Computer Applications 3 (Access/Outlook)	10	20	00	30
INS100	Medical Insurance 1	30	00	00	30
INS101	Medical Insurance 2	30	00	00	30
EHR100	Electronic Health Records 1 (Front Office)	10	20	00	30
EHR101	Electronic Health Records 2 (Clinical)	10	20	00	30
EHR102	Electronic Health Records 3 (Billing)	20	40	00	60
CB100	Career Basics	10	20	00	30
PSE100	Personal Skills & Ethics (Oral)	30	00	00	30
PSE101	Personal Skills & Ethics (Written)	20	10	00	30
MBC100	Coding & Reimbursement Implementation 1 (ICD-9-CM)	20	40	00	60
MBC101	Coding & Reimbursement Implementation 2 (ICD-10)	20	40	00	60
MBC102	Coding & Reimbursement Implementation 3 (CPT & HCPCS)	20	40	00	60
MBC103	MBCS Credentialing and Exam Review	30	00	00	30
MBC110	Medical Billing and Coding Specialist Externship	00	00	120	120
Total Clock Hours		450	330	120	900