MEDICAL BILLING & CODING CERTIFICATE PROGRAM (M046): ACADEMIC MAP

This Academic Map is a term-by-term Academic Graduation Plan course schedule outline for student who plans to start the program in the FALL semester. The milestones listed to the right of each class are designed to keep you on course to graduate in 3 consecutive semesters, including Summer. This Academic Map serves as a general guideline to help you have a minimum of a part-time schedule each term and complete the program as intended. The Health Information Management (HIM) courses must be completed to satisfy all the program requirements unless you have these requirements successfully transferred in from another college as Transfer Credit or the student successfully completes and passes the equivalent Challenge Exam. Students are only allowed to transfer in or challenge out of a total of 1/2 their course work required for graduating the program. Milestones are courses and special requirements necessary for timely progress to complete the program. Missing milestones will result in one of two types of map registration stops. The first level (Academic Probation) is when a student has missed a milestone (course failed and/ or GPA not met) for the first time in the major. If a student is in non-compliance with milestones for two (2) consecutive semesters, a student will receive an (Academic Dismissal Letter) from the Academic Affairs Office and a student is automatically dropped from the program, and cannot return for a minimum of at least 1 semester.

FALL – 3 SEMESTERS W/ SUMMER:

PRE-REQUISITE SEMESTER (If Needed)	Credits	Milestones	Completed
HTH 114: Medical Terminology	3	Complete HTH 114: Medical Terminology Pre-req with a C or better/ Complete required course for M046 Certificate	
ENG 095: Pre-College English 2	3	Complete ENG 095: Pre-College English 2 Pre-req with a C or better	
Total Credits	**3-6**	**Complete Pre-Req requirements for entry into M046 program/Submit their Official Transcripts & General Application to Admissions/Student Records Office declaring M046 as their major**	

FALL SEMESTER	Credits	Milestones	Completed
HIM 103: Introduction to Health Information Management	2	Complete required course for M046 Certificate	
HIM 104: Health Insurance Reimbursement & Computerized Billing	4	Complete required course for M046 Certificate	
HIM 107: Human Anatomy & Physiology & Disease Processes for Medical Billing	4	Complete required course for M046 Certificate	
Total Credits	**10**		

SPRING SEMESTER	Credits	Milestones	Completed
HIM 106: Electronic Health Records	3	Complete required course for M046 Certificate	
HIM 220: Diagnosis Coding	3	Complete required course for M046 Certificate	
HIM 221: Procedure Coding	3	Complete required course for M046 Certificate	
Total Credits	**9**	**Eligible to sit for CBCS, NCICS & CEHRS Certification Exams**	

SUMMER SEMESTER	Credits	Milestones	Completed
HIM 108: Healthcare Documentation	1	Complete required course for M046 Certificate/ Eligible to sit for RHDS/CHDS Certification Exams	
HIM 288: Medical Billing & Coding Practicum	3	Complete required course for M046 Certificate/ Eligible to sit for CPB, CCA & CPC Certification Exams	
Total Credits	**4**	**Test for Certification Exams during this semester prior to graduation**	
TOTAL CREDITS REQUIRED TO GRADUATE FROM THE MEDICAL BILLING & CODING CERTIFICATE PROGRAM	**26**	**Graduate from Medical Billing & Coding Certificate**	

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