Information Technology Certificate

Medical Coding and Billing

Course #	Course Title	Credits	Prerequisites	Semester Offered	Semester Taken	Grade Earned
GIT101	Typing I	3	None	Fall, Spring		
GIT110	Microcomputer Applications Software	3	ENL020 & ENL050 or satisfactory basic skills assessment scores & (GIT101, GIT102 or 30wpm)	Fall, Spring, Summer		
BIT103	Medical Terminology	3	ENL020 & ENL050 or satisfactory basic skills assessment scores	Fall, Spring, Summer		
GIT105	Office Communication Systems	3	ENL020 & ENL050 or satisfactory basic skills assessment scores	Fall, Spring		
GIT150	Database Applications	3	GIT108 or GIT110 or equivalent skill level in Windows	Fall, Spring		
BIO105	Survey of Anatomy and Physiology	4	(MAT020 or MAT025), ENL020 & ENL050 or satisfactory basic skills assessment scores	Fall, Spring, Summer		
BIT203	Medical Office Procedures	3	GIT110 & BIT103	Spring		
BIT207	Medical Coding and Billing	3	BIT103	Fall, Spring		
BIT208	Advanced Medical Coding and Billing	3	BIT207	Varies		
BIT209	Pharmacology for Medical Coding	1	BIT103	Varies		
Total Credits		29				

Overview

Students gain skills and knowledge in computer applications, medical terminology, anatomy and physiology, medical office procedures, medical coding, and medical billing. A certificate in Medical Coding and Billing is a foundation to a rewarding healthcare career in many healthcare settings including medical offices, hospitals, and medical billing firms. Students are encouraged to build on the certificate and obtain an Associate's degree at the College.

Career Outlook

The United States Labor Bureau predicts an 18% increase in the number of Medical Billing and Coding employment opportunities through the year 2016.

Program Outcomes

Upon successful completion of the Medical Coding and Billing Certificate, students are able to:

- Demonstrate desirable work habits including verbal/written communication skills, technological competence, critical thinking, problem solving, self-reliance, cooperativeness, and adaptability.
- Analyze ethical issues and apply ethical standards in the performance of responsibilities in the healthcare environment.
- Assume an entry-level position as a medical coder and/or billing specialist in various health care settings.
- Sit for the national qualifying examination for a Certified Coding Associate (CCA) through the American Health Information Management Association (AHIMA) and/or the examination for a Certified Professional Coder (CPC) through the American Association of Professional Coders (AAPC).
- Demonstrate the ability to code and bill abstract health information from reading a medical chart to assigning the correct diagnosis (ICD-9), procedure (CPT), and supply (HCPCS Level II) code in a wide variety of medical settings.

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