

MEDICAL CODING AND BILLING CERTIFICATE OF ACHIEVEMENT

This course of study prepares students for entry-level employment in the medical coding and billing field. The courses are geared towards the students' successful passing of the American Academy of Professional Coders National Certification Exam - Certified Professional Coder (CPC). During the course of study, students learn the basics of health care finance, office computer skills, anatomy and physiology, medical terminology, computerized health record, and other recommended elective courses needed to succeed in the field.

Code	Title	Units
Required Courses:		
BIOL 155	Introductory Anatomy and Physiology	4
CIT 010	Beginning Keyboarding and Word Processing	3
CIT 045	Medical Insurance Billing and Coding	3
CIT 048	Medical Office Procedures	3
CIT 051	Introduction to Electronic Health Records	3
CIT 100	Introduction to Personal Computers	3
CIT 144	Medical Terminology	3
Total Units		22

Code	Title	Units
Recommended Course:		
CIT 031	Business English	3

Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select.

This is a Gainful Employment Program

Program Learning Outcomes

At the completion of this program, students will be able to:

- Demonstrate mastery of course work by ensuring the codes are applied correctly during the medical billing process, which includes abstracting the information from documentation, assigning the appropriate codes, and creating a claim to be paid by insurance carriers.
- Obtain employment as a Medical Coder/Biller or in an occupation where the application of knowledge and skills learned within this program are integral to routine duties of the occupation.
- Demonstrate competency with Coding Software Program by applying Coding and Billing Guidelines.