

Diploma in Medical Billing and Coding

Credits: 36

Program Description

The Medical Billing and Coding program is designed to introduce students to the diversity of health care. Students in this program will learn about privacy, confidentiality, electronic medical records, quality management, medical coding and billing. Students will work in a variety of health care settings and be able to perform coding, billing and medical record maintenance.

Program Outcomes

1. Interact effectively and professionally in oral and written communications.
2. Demonstrate positive interpersonal interactions and model professional and ethical behaviors as a part of the health care team.
3. Utilize technology proficiently for administrative tasks in the health care environment, such as patient and practice financial systems, electronic health records, and general office technology.
4. Apply knowledge of medical billing and reimbursement tasks, medical coding criteria, and medical transcription pertinent to the physician practice
5. Exhibit respect openness for diverse perspectives found in the health care industry and demonstrate understanding of cultural differences in both patients and colleagues.
6. Demonstrate fluency with medical terminology in clinical and business settings.
7. Apply ethical, legal, and regulatory knowledge in all settings.



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Curriculum

Course	Title	Credits	Prerequisites
ENGL 101 or SPAN 101	Introductory English Language Course Basic Level I / Introducción a la Lengua Española I	3	
MATH 101	Mathematical Reasoning I	3	
OFAS 121	Basic Keyboarding	3	
COIC 101	Introduction to Computers	3	
MIBC 101	Medical Terminology and Abbreviations	3	Concurrent with BIOT 106
MIBC 102	Medical Billing Services	3	MATH 101
MIBC 106	Reconciliation and Auditing	3	MIBC 102, MIBC 107
MIBC 107	Health, Safety and Medical Law and Ethics	3	MIBC 101, BIOT 106
MIBC 103	Clinical and Professional Coding	4	MIBC 102, MIBC 107
BIOT 106	Anatomy and Physiology	4	
MIBC 105	Billing and Electronic Records	4	All Courses
Total Credits		36	

Notes:

1. This program may be offered in English or Spanish according to demand. COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.
2. Students must abide with the minimum required hours and policies set by the state and local education agencies for practicum experiences, as applicable.
3. Students must comply with professional board licensing state and/or national certification requirements, including an exam, a background screening, and/or a drug test to obtain a license and practice the profession.
4. Graduation GPA: 2.00