

PROGRAM DESCRIPTION

The goal of the medical billing and insurance program is to provide the student with a thorough understanding of the content of the medical record as well as extensive training in anatomy, physiology, disease processes, and medical terminology. This program will provide the student with the knowledge and understanding to analyze medical records and assign codes to classify diagnoses and procedures while applying the principles of professional and ethical conduct.

The program will prepare the student for an entry-level position as a medical coder in a hospital, clinic, physician's office, or other health care facility. The complimenting general studies education in the associate-level degree will prepare students for greater career opportunities as skills such as critical thinking, communication, mathematics, and problem solving will be developed.

PROGRAM OBJECTIVES

Upon completion of their program, the student should be able to:

1. Demonstrate ability to use knowledge attained to create clerical documents used in medical facilities.
2. Read and understand medical documentation, identify diagnoses and procedures and insure that documentation supports the diagnosis and procedures performed.
3. Apply knowledge of medical terminology, disease process, anatomy and physiology, and pharmacology to analyze medical records and assign codes.
4. Apply knowledge of ICD and CPT format, instructional notations, conventions, in-patient and out-patient guidelines to assign codes and to classify diagnoses and procedures.
5. Apply knowledge of payer billing and reimbursement, the prospective payment system, and fraud and abuse issues.
6. Select appropriate diagnosis and procedure codes for billing purposes.
7. Think critically both conceptually and by using mathematical analysis; write and speak effectively; use basic computer applications; and understand human behavior in the context of the greater society.

POTENTIAL JOB POSITIONS

Potential entry-level job position titles include: Medical Coding Specialist, Health Information Specialist, Abstractor, and Medical Clerk.

PROGRAM LENGTH

The average length of time for a student taking a full course load is 4.5 semesters.

PROGRAM CONTENT

A minimum of 65 semester credit hours are required for graduation.

REQUIRED COURSES

All courses, 39 semester credit hours, are required.

<u>Course Number</u>	<u>Course Name</u>	<u>Prerequisite</u>	<u>Credit Hours</u>
MO 110	Keyboarding	None	1.0
MO 113	Medical Business Operations	None	3.0
MO 129	Medical Office Procedures	None	3.0
MO 144	Medical Terminology	None	1.0
MO 146	Pathophysiology and Pharmacology	Co-requisite SC 245	2.0
MO 161	Medical Billing and Insurance Procedures	None	3.0
SC 145	Anatomy and Physiology I	Co-requisite SC 145L	3.0
SC 145L	Anatomy and Physiology I Lab	Co-requisite SC 145	1.0
SC 245	Anatomy and Physiology II	SC 145, co-requisite SC 245L	3.0
SC 245L	Anatomy and Physiology II Lab	SC 145, co-requisite SC 245	1.0
MC 171	Basic Diagnosis Coding	SC 245, MO 144, MO 146	3.0
MC 172	Basic Procedure Coding	SC 245, MO 144, MO 146	3.0
MC 173	Intermediate Diagnosis Coding	MC 171	3.0
MC 174	Intermediate Procedure Coding	MC 172	3.0
MC 207	Program Review	All didactic course work with a GPA of 2.0	2.0
MC 294	Internship	All didactic course work with a GPA of 2.0, PD 212	4.0

GENERAL EDUCATION REQUIREMENTS

Students enrolled in associate degrees must complete a minimum of 21 semester credit hours (315 clock hours) in general education distributed among the following disciplines. These courses are offered online only.

- 1 Semester Credit Hour in Information Literacy and Research Writing
- 3 Semester Credit Hours in English Composition
- 3 Semester Credit Hours in Speech *
- 4 Semester Credit Hours in Computer Applications *
- 4 Semester Credit Hours in Mathematics (College Algebra or Above) *
- 3 Semester Credit Hours in Social or Behavioral Science
- 3 Semester Credit Hours in Humanities with a Critical Thinking focus **

* Transfer students may use three semester credit hour courses transferred from other colleges to satisfy these discipline requirements. Any resulting deficiency in the total of 21 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

**A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, or logic.

PERSONAL DEVELOPMENT

Both courses, 2 semester credit hours, are required in addition to PD 212.

<u>Course Number</u>	<u>Course Name</u>	<u>Prerequisite</u>	<u>Credit Hours</u>
PD 100	Student Success Skills	None	1.0
PD 200	Career Development Seminar	None	1.0
PD 212	MBIC Internship Preparation	None	n/c

ELECTIVE COURSES

A minimum of 3 semester credit hours of open electives are required.