



**MEDICAL BILLING AND CODING\***  
**Certificate Program**

Career Curriculum 00BUS0020  
Certificate Program  
Minimum Hrs. 32  
Major Code: 1.2 510716J

**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
BIO 105 Anatomy & Physiology	3	___
BUS 116 Keyboarding I <sup>1</sup>	3	___
BUS 215 Medical Terminology I	3	___
BUS 236 Records Management	1	___
CIS 101 Introduction to Computers	3	___
	13	

**FIRST YEAR – SUMMER SEMESTER**

Dept. No.	Hrs.	Gr.
BUS 138 Employment Strategy	1	___
BUS 285 CPT™/HCPCS Coding	3	___
	4	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
BUS 216 Medical Terminology II	3	___
BUS 270 Medical Office Procedures	3	___
BUS 275 Medical Office Coding and Insurance	3	___
BUS 284 ICD-9-CM Coding	3	___
CIS 120 Database Management	3	___
	15	

Spring Only Courses:

BUS 270  
BUS 275  
BUS 284

Summer Only Courses:

BUS 285

\* Students must maintain a grade of "C" or higher in all courses.

<sup>1</sup> Proficiency exams are available for BUS 116 (requiring 40 wpm with no more than three errors on a three-minute straight-copy timing) and BUS 117 (requiring 55 wpm with no more than three errors on a three-minute straight-copy timing) for students entering the program with a sound background in keyboarding. See your advisor or the chairperson of the Business Department for information.

The Medical Billing and Coding Certificate Program (00BUS0020) is an ICCB approved extension of the Medical Administrative Assistant AAS degree (00BUS0012).

This is a Gainful Employment Certificate Program of 16 credit hours or more that prepares the student for gainful employment in a recognized occupation. For detailed information regarding program length, cost, average loan debt and completion details, select the following link to the Gainful Employment Worksheet for this program. [Gainful Employment Worksheet–Medical Billing and Coding Certificate Program \(00BUS0020\)](http://www.jalc.edu/consumer_information/pdfs/gainful_employment/medical_billing_and_coding.pdf). You can also access this information by typing the following URL into your browser's address bar:  
[http://www.jalc.edu/consumer\\_information/pdfs/gainful\\_employment/medical\\_billing\\_and\\_coding.pdf](http://www.jalc.edu/consumer_information/pdfs/gainful_employment/medical_billing_and_coding.pdf)

*John A. Logan College reserves the right to modify this curriculum guide as needed.  
Please verify with your academic advisor the accuracy and time lines of this document.*

**Effective Date: Fall 2011**  
**Rev. 03/2012**

**Additional Information:** This certificate will prepare individuals to work as medical billers and coders for doctors' offices, group practices, clinics, and some legal practices specializing in personal injury cases. It also helps individuals prepare for the Certified Professional Coder (CPC®) exam sponsored by the American Academy of Professional Coders.

**Career Opportunities:** This includes health care offices and clinics, large legal firms specializing in personal injury cases, health care insurance companies, government agencies responsible for Medicaid and Medicare disbursements, and others.