

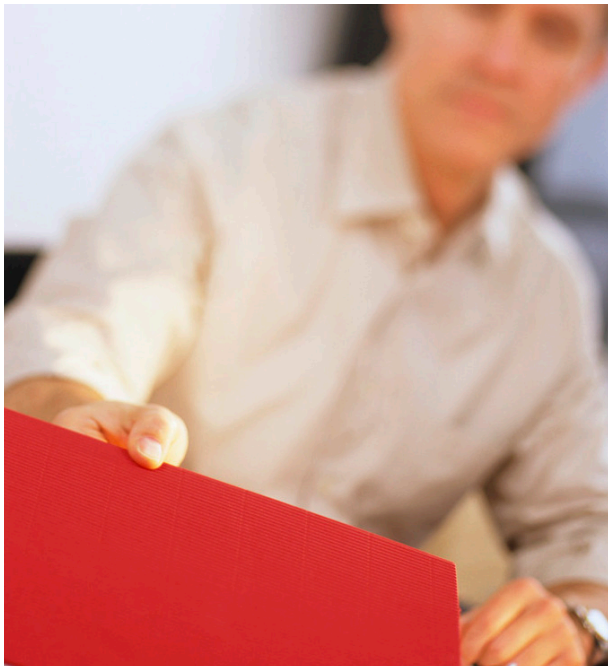
Medical Billing and Coding Certificate

Career Opportunities

Prepares individuals to work as medical 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.

Major Employers

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.



Program Curriculum

FIRST YEAR – FALL SEMESTER

BIO 105	Anatomy & Physiology	3
BUS 116	Keyboarding I ¹	3
BUS 215	Medical Terminology I	3
BUS 236	Records Management	1
CIS 101	Introduction to Computers	3
		13

FIRST YEAR – SPRING SEMESTER

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

FIRST YEAR – SUMMER SEMESTER

BUS 138	Employment Strategy	1
BUS 285	CPT™/HCPCS Coding	3
		4

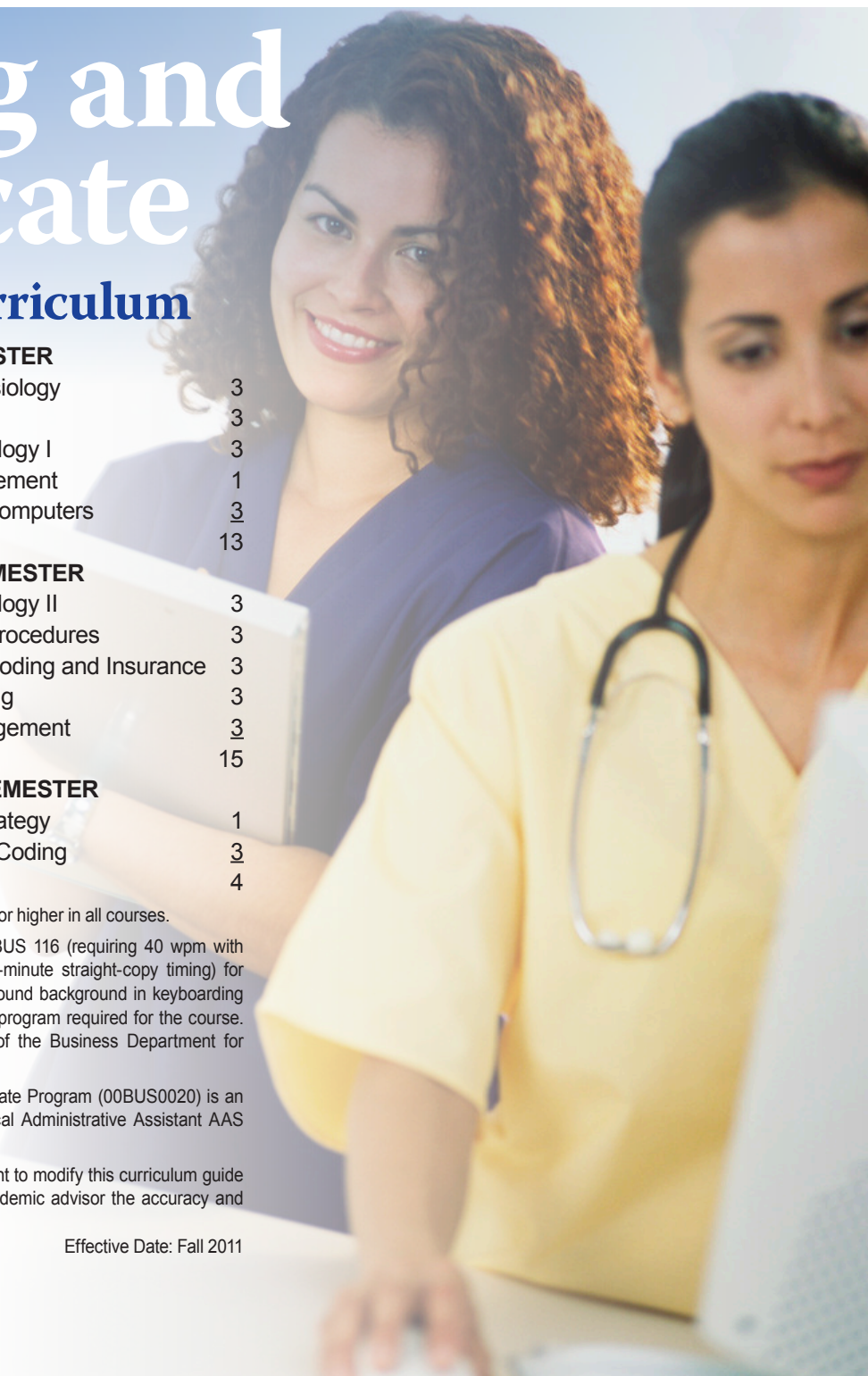
* Students must maintain a grade of "C" or higher in all courses.

¹ Proficiency exams are available for BUS 116 (requiring 40 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 and proficiency in the current software program required for the course. 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).

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



John A. Logan College
**MEDICAL
BILLING
AND
CODING
Certificate**

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*John A. Logan College does not discriminate on the basis of race,
religion, color, national origin, disability, age, or gender orientation.*

