



Medical Coding and Reimbursement Specialist Certificate of Proficiency 75 Credits

This certificate provides students an opportunity to develop ICD, CPT and HCPCS Level II coding skills to prepare them to become entry-level coders and reimbursement specialists. A coder is a health information specialist who is equally at home with computerized and medical reference books and patient records. Students who complete this certificate may find employment in professional billing and coding facilities, including physician practices, emergency rooms, ambulatory facilities, hospitals and skilled nursing facilities, insurance companies and government agencies.

Course content includes studies in clinical coding and classification systems, life sciences, reimbursement methodologies, health information and delivery systems, legal and compliance rules with an emphasis on HIPAA. Students obtain either field-based or virtual professional practice experience. Students learn basic computer, math and communication skills.

Upon completion of the program, students will be eligible to sit for formal exams offered through national organizations in order to obtain medical coding certification.

These classes may be applied toward the two-year Associate in Applied Arts Degree. Students in this program must complete each class with a grade of 2.0 or higher.

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Dept/No.	Course Title	Credits
AP 100	Survey of Anatomy-Physiology	5
BTAC 100	Fundamentals of Computers	5
#BTAC 110	Business Math Applications	5
BTAC 125	Medical Terminology for Office Administration	5
BTAC 126	Pharmaceutical Basics	2
BTAC 127	Overview of Human Diseases for Non-Clinicians	3
#BTAC 130	Business Correspondence	5
BTAC 142	Health Information, Technology and Legal Aspects	5
BTAC 145	Introduction to ICD Coding	5
BTAC 146	Introduction to CPT Coding	5
BTAC 180 or BTAC 177 and COOP 171	Medical Coding Professional Practice Experience or BTAC Work Experience 1 and Work Experience Seminar	5
BTAC 248	Healthcare Reimbursement	5
BTAC 257	Intermediate ICD Coding	5
BTAC 258	Intermediate CPT Coding	5
#BUS 166	Human Relations and Work Readiness	5

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#CMST 100 or CMST& 210 or CMST& 220	Fundamentals of Oral Communication or Interpersonal Communication or Public Speaking	5
To enhance the student's preparation for future employment, the following are recommend:		
ACCT 110	Practical Financial Accounting	5
BTAC 101	Beginning Keyboarding	5
BTAC 107 and/or BTAC 108	Typing Speed and Accuracy 1 and/or Typing Speed and Accuracy 2	5
BTAC 111	Introduction to Computer Literacy	5
BTAC 112 or BTAC 255	Beginning Word or Advanced Word	5
BTAC 115	Professional Image Building	1
BTAC 140	Records Management	5
BTAC 150	Introduction to Windows	5
BTAC 162 or BTAC 163	Introduction to Excel or Advanced Excel	5
BTAC 175	Instructor Assistant	1-5
BTAC 178-179	BTAC Work Experience 2-3	2-10
BTAC 185	Introduction to Microsoft Access	5
BTC 250	Office Relations and Procedures	5

Satisfies related instruction requirements.

* Credit by advanced placement may be granted in typing/keyboarding after departmental review of prior training.

° Qualifies as AA-DTA activity credit.

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