Medical Billing and Coding

Degree Type
Certificate
30 credits, 10 months, 40 weeks

Program Objectives

The Medical Billing and Coding Certificate program prepares students to gain entry-level employment in the exciting and growing field of medical billing and coding. The program focuses on the skills related to coding medical conditions and procedures, and the subsequent use of these codes in billing and reimbursement. Students acquire the needed skills of a medical coder in a variety of healthcare environments, as well as ensuring the ongoing quality of medical records, in preparation for passing a chosen certified exam, such as the AHIMA Certified Coding Associate (CCA). Pathway options to higher credentialing exams, such as the CCS, is also offered.

The program includes core curriculum in medical terminology, anatomy and physiology, pathophysiology, pharmacology, inpatient and outpatient coding, health information and delivery systems, reimbursement, law, compliance, and healthcare technologies. Hands-on, practical experience is the focus of the program, which utilizes the AHIMA Virtual Laboratory enabling students to solve problems that simulate those issues encountered in the modern healthcare marketplace, and also includes a practicum program to gain actual workplace experience and networking opportunity.

Following the completion of the program, students will be able to:

- Demonstrate basic literacy of medical anatomy and physiology, pathology, and pharmacology terminology.
- Demonstrate computer skills for applications and healthcare information technologies and systems.
- Describe the United States healthcare delivery system, its process of documentation, health data management and quality, reimbursement methodologies, healthcare privacy and confidentiality, and legal and ethical issues.
- Demonstrate skills to translate diagnosis, conditions, services, and procedures into medical codes using a variety of standard formats, including ICD, CPT, and HCPCS.
- Apply coding guidelines and regulations, including compliance and reimbursement, to handle issues such as medical necessity and claims denials.
- Effectively communicate, query, and collaborate with healthcare stakeholders such as coders, billers, physicians, and other healthcare staff.
- Work in a variety of medical environments.

Employment Opportunities

The following is a list of occupations and organizations that one could pursue for employment:

- Certified Coder
- Medical Coding for In-Patient and Out-Patient Settings
- Medical Office Assistant
- Hospitals
- Ambulatory Care Settings
- Hospice
- Insurance Companies
- Physician Offices

- Health Information Vendors
- Long Term Care Facilities
- Behavioral Health Settings
- College Health Settings

Standard Occupational Classification (SOC)* Codes

include, but are not limited to, the following:

- 20-2071.00 – Medical Records and Health Information Technicians
- 43-6013.00 – Medical Secretaries

*Detailed information surrounding these classifications can be found at the following website: www.onetonline.org.

Program Completion

In order to graduate and receive a Medical Billing and Coding Certificate, a student must earn a minimum of 30 credits for the courses in the curriculum and have a cumulative grade point average of 2.0 or better. Students who elect to do so may also sit for medical coding or billing certifications; completion of certification exams are not required to graduate.

Program Outline by Term

Each semester is 16 weeks, split into two 8-week terms. The following term schedule is subject to change.

Semester 1	UNV-101S/HIM-100 (First 8 weeks)
	BIO-105S/BIO-115S (Second 8 weeks)
Semester 2	HIM-110/HIM-120
	HIM-150/HIM-200
Semester 3	HIM-130/HIM-140

Core Courses

Course Code	Title	Credits
BIO-105S	Anatomy and Physiology	3
BIO-115S	Pathology and Disease Process & Pharmacology	3
HIM-100	Introduction to Health Information Technology	3
HIM-110	ICD Diagnosis Coding and Application	3
HIM-120	ICD Procedure Coding	3
HIM-130	ICD Procedure Coding Applications	3
HIM-140	Healthcare Insurance and Reimbursement	3
HIM-150	CPT and HCPCS Coding	3
HIM-200	Healthcare Law & Ethics and Application	3
UNV-101S	Student Success and Technology Foundations	3

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the Course Syllabus for textbook information.

Total Credits	30