

Medical Billing Specialist Certificate (MBSC)

This career program is designed to provide students with the medical coding and accounting/basic business skills for entry-level positions in the medical business community. Typical jobs for which graduates are expected to be qualified include medical biller, medical records clerk, insurance coder, and medical office assistant in non-hospital settings. Credits may be applied toward the A.A.S. degree in Accounting, Health Information Technology, and/or Medical Assisting.

Upon successful completion of this program, graduates will be able to:

- demonstrate entry-level administrative technology skills, including office computer operations and insurance billing/collection procedures.
- demonstrate entry-level bookkeeping/accounting skills.
- demonstrate knowledge of the various conventions used in the ICD-10-CM and CPT code books.
- explain the purpose of classification systems and code accurately using the ICD-10-CM or CPT coding systems.
- utilize the medical record to code.

First Semester		Credits
ACC 110	College Accounting	
or ACC 160	Principles of Accounting I	3
BIO 163	Anatomy and Physiology I	4
HIT 110	Introduction to Health Information Science	3
HIT 120	Medical Terminology	3
HIT 255 ⁺	CPT Coding and Other Classification Systems	3
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Second Semester		Credits
AOT 112	Keyboarding I	1
AOT 113	Keyboarding II	1
AOT 114	Keyboarding III	1
AOT 215 [□]	Medical Office Procedures	3
CIS 105	Introduction to Computer Science and Applications	3
HIT 250	ICD-10 CM Coding and Classification System	3
Elective [◆]	Free Elective	3
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		15

Credit Total 31

* Placement testing is available for AOT 112, 113, 114 (Keyboarding sequence).

+ Prerequisites will be waived for MBSC majors who are concurrently enrolled in BIO 163 and HIT 110.

◆ Recommended Free Elective: HIT 150

□ Prerequisites for AOT 215 will be waived for MBSC majors who are concurrently enrolled in AOT 112, 113, or 114.

