

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 Assistant Certificate.

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.
- apply fundamental accounting principles and procedures.
- 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 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
		16

Second Semester

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
		15

Credit Total 31

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

♦ Recommended Free Elective: HIT 150