

**PROGRAM DESCRIPTION:  
CERTIFICATE PROGRAM  
HEALTHCARE INFORMATION SPECIALIST (BILLING/CODING)**

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The Healthcare Information Specialist (Billing/Coding) Certificate is a competency-based certificate program to provide for the development of knowledge and skills required for entry-level employment in the area of medical billing/coding.

The student will have skills to perform administrative medical skills: create, interpret, and manage medical records (manual and electronic); compute and analyze healthcare data; identify and use appropriate procedure and diagnostic codes; and use payment and reimbursement methods. Our programs use industry specific equipment and software.

Career opportunities include entry level medical billing specialist, medical records specialist, coding specialist, intake specialist, medical insurance specialist, or medical secretary. Students completing this program may find employment in, medical offices/clinics, rehabilitation centers, hospitals, insurance companies, social service organizations, national coding and billing companies, and other business office environments.

This program will prepare the graduate to sit for the American Academy of Professional Coders (AAPC) certification exam entitled the Certified Professional Coder (CPC) exam. The certificate program consists of 43.5 credit hours, 900 contact hours, and is 32 weeks (day) and 40 weeks (evening) in length.

<u>Course #</u>	<u>Course Title</u>	<u>Lecture</u>	<u>Lab</u>	<u>Externship</u>	<u>Total Contact</u>	<u>Credit</u>
<b>First Semester</b>						
MDCA 1313	Medical Terminology	32	32	0	64	3
BCIS 1305	Business Computer Applications	32	32	0	64	3
HITT 1301	Health Data Content & Structure	48	0	0	48	3
HSAS 1301	Hallmark Strategies for Academic Success	48	0	0	48	3
MDCA 1409	Anatomy and Physiology for Medical Assistants	64	0	0	64	4
MDCA 1321	Medical Administrative Procedures	32	32	0	64	3
HITT 1341	Coding and Classification Systems	48	0	0	48	3
MDCA 1443	Medical Insurance	64	0	0	64	4
	<b>Totals</b>	<b>368</b>	<b>96</b>	<b>0</b>	<b>464</b>	<b>26</b>
<b>Second Semester</b>						
MDCA 1305	Medical Law and Ethics	48	0	0	48	3
HITT 2346	Advanced Medical Coding	48	0	0	48	3
HITT 2335	Coding and Reimbursement Methodologies	32	32	0	64	3
HITT 2340	Advanced Medical Billing and Reimbursement	32	32	0	64	3
HITT 2245	Coding Certification Exam Review	40	8	0	48	2
MED 2160	Externship – Billing/Coding	4	0	160	164	3.5
	<b>Totals</b>	<b>204</b>	<b>72</b>	<b>160</b>	<b>436</b>	<b>17.5</b>
	<b>Grand Totals</b>	<b>572</b>	<b>168</b>	<b>160</b>	<b>900</b>	<b>43.5</b>