

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

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 certification exam of Certified Coding Associate (CCA). The certificate program consists of 34.5 credit hours, 756 contact hours, and is 28 weeks (day) and 32 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>
First Semester						
MDCA 1313	Medical Terminology	32	32	0	64	3
ITSC 1301	Introduction to Computers	32	32	0	64	3
HITT 1301	Health Data Content & Structure	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 2335	Coding and Reimbursement Methodologies	32	32	0	64	3
MDCA 1443	Medical Insurance	64	0	0	64	4
Totals		304	128	0	432	23
Second Semester						
POFM 1391	Special Topics in Medical Administration	48	0	0	48	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
Totals		124	40	160	324	11.5
Grand Totals		428	168	160	756	34.5