

# Healthcare Information Technology

## MEDICAL BILLING AND CODING

### *Curriculum No. 274*

This certificate program will provide students with the skills needed to complete, file, and respond to medical insurance forms and reports. Students will also learn the skills needed for maintaining appropriate medical office standards and systems, medical insurance processing, and coding procedures. The program is based on certification testing administered by the American Health Information Management Association, the American Academy of Professional Coders, and the experiences of a registered health information administration supervising medical coders. Potential employers include medical offices, healthcare facilities, and insurance companies. Requires 29 credit hours.

ONE YEAR PROGRAM			
Fall Semester			
	HIT 115	Introduction to Medical Coding	(2)
	HIT 216	Medical Terminology I	(3)
	OS 107	Employment Strategies	(3)
		Office Systems Elective(s) (See list below)	(3)
Spring Semester			
	HIT 218	Medical Office Procedures	(3)
	HIT 219	Medical Terminology II	(4)
	HIT 220	Health Insurance Billing	(3)
	HIT 221	Medical Coding I	(3)
Summer Semester			
	HIT 222	Medical Coding II	(3)
	HIT 223	Pharmacology & Lab Medicine	(3)

APPROVED OS ELECTIVES			
	OS 125	Word Processing/Word	(3)
	OS 133	Spreadsheets/Excel	(3)

### *Additional Sources of Information:*

#### **DEPARTMENT**

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#### **STUDENT SERVICES**

Advising  
 815-825-9375