

# MEDICAL CODING AND BILLING-CT

## Program Overview

### Certificate of Achievement - Medical Coding and Billing

#### Professional Skills and Career Paths

The medical coding and billing online training program prepares you to fill positions as medical coding and billing professionals.

#### Student Learning Outcomes

Graduates of this certificate program will have the knowledge and skills to:

- Apply rules of grammar, punctuation, and spelling while using medical terms correctly.
- Identify ICD-10 and basic claims processes for medical insurance and third-party reimbursements and know how to manually file claims using the CPT and ICD-10 manuals.
- Knowledge in finding the service and codes using the CPT, ICD-10 and HCPCS manuals.
- Recognize the common types of medical insurance and computerized medical billing systems.

#### General Education Requirements

##### English/Communications (one course required)

**ENG 100      Composition-Enhanced      5 Credits**

Allows students to fulfill their first semester of English while completing the remediation process. Designed for students who did not place into ENG 101 on the placement test/writing sample, but did not score so low that they need ENG 95. Allows a student to refine specific skill deficiencies while completing the first semester of freshman composition (ENG 100 is equivalent to ENG 101). Students will have additional Academic Success Center requirements. Although it is a five-credit course, it does not replace ENG 102. After successful completion of ENG 100, a student must take ENG 102 to complete the general education requirement.

**ENG 101      Composition I      3 Credits**

Critical reading and writing of the expository essay. Emphasizes pre-writing, strategies for organization, and revision.

**ENG 103      English Fund Tech Writing      3 Credits**

Emphasizes the essentials of sentence structure, paragraph development, grammar, and punctuation. Class writing assignments apply these essentials to a variety of on-the-job related documents such as memos, letters, and reports. Course is recommended for students seeking certificates of achievement and meets the requirement for a 100-level English course. Upon successful completion of ENG 103, students may move directly into ENG 107 or ENG 101.

##### Human Relations

**COT 240      Exec Office Procedures      3 Credits**

Introduces skills and knowledge to meet the challenges of the electronic office. Topics include public relations, written and oral communications, telephone techniques, travel and conference arrangements, records management, meeting planning, and job-seeking/selection.

##### Program Requirements

**MCOD 110      Intro Medical Code/Bill      3 Credits**

An introduction to Medical Coding and Billing, technology and the medical professional, and learning about documentation, confidentiality, and ethics.

**MCOD 120      Med Terminology/Hlthcare/Env      3 Credits**

Designed for students to master medical terminology and learn the history of coding and billing.

**MCOD 130      Intro Anat/Path/Pharm      5 Credits**

Designed as an introduction to pharmacology, anatomy, pathophysiology and disease processes.

**MCOD 140      Hlth Care Struct/Med Rcrd      3 Credits**

Designed as an introduction to healthcare structure. Provides an overview of detailed information of each report in the outpatient medical record, and will also present the composition of each of the report types and how they relate to medical coding and billing.

**MCOD 200      Introduction Diagnostic Coding      3 Credits**

Introduction to Basic Diagnosis Coding. Learn to navigate the code book and find official addition coding conventions and general coding guidelines.

**MCOD 210      Explore Reimburse/Procedl      5 Credits**

Explores healthcare reimbursement and provides detailed information about the various types of payment systems used to reimburse outpatient services. Introduction to the Current Procedural Terminology (CPT) codebook.

**MCOD 220      Skill Building Outpatient Code      6 Credits**

Skill building for outpatient coding of actual outpatient medical records.

**Suggested Course Sequence**

**1st Semester - Fall**

| Course   | Credits |
|----------|---------|
| English* | 3-5     |
| MCOD 110 | 3       |
| MCOD 120 | 3       |
| MCOD 130 | 5       |
| MCOD 140 | 3       |
| TOTAL    | 17-19   |

\*Choose with advisor

**2nd Semester - Spring**

| Course   | Credits |
|----------|---------|
| COT 240  | 3       |
| MCOD 200 | 3       |
| MCOD 210 | 5       |
| MCOD 220 | 6       |
| TOTAL    | 17      |