

# Diploma in Medical Billing and Coding

36 credits

## Program Description

The Medical Billing and Coding program is designed to introduce students to the diversity of health care. Students in this program will learn about privacy, confidentiality, electronic medical records, quality management, medical coding and billing. Students will work in a variety of health care settings and be able to perform coding, billing and medical record maintenance.

## Program Objectives

The program is consistent with the institution's mission as it will prepare graduates for employment in entry level positions within Health Information Management Fields.

Program sequence will be available at the time of enrollment.

The language of instruction and program delivery modality are subject to availability.

## Notes:

1. This program may be offered in English or Spanish according to demand. COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.
2. Students must abide with the minimum required hours and policies set by the state and local education agencies for practicum experiences, as applicable.
3. Students must comply with state and local education certification requirements for the diploma program, as applicable.

## Program Curriculum

Course	Title	Credits
ENGL 101 or SPAN 101	Introductory English Language Course Basic Level I or Introducción a la Lengua Española I or	3
ENGL 150	English Composition I	
MATH 101	Mathematical Reasoning I	3
OFAS 121	Basic Keyboarding	3
COIC 101	Introduction to Computers	3
MIBC 101	Medical Terminology and Abbreviations	3
MIBC 102	Medical Billing Services	3
MIBC 106	Reconciliation and Auditing	3
MIBC 107	Health, Safety and Medical Law and Ethics	3
MIBC 103	Clinical and Professional Coding	4
BIOT 106	Anatomy and Physiology	4
MIBC 105	Billing and Electronic Records	4
<b>Total credits</b>		<b>36</b>