

# MEDICAL INSURANCE AND CODING SPECIALIST, CERTIFICATE OF ACHIEVEMENT

This program prepares students for entry-level positions as medical insurance coding specialists.

## Learning Outcomes

Upon successful completion of the program, students will be able to:

- Succinctly and accurately communicate and follow up with members of the healthcare team using various modalities including up-to-date computer technology
- Apply accurate procedure and diagnostic codes to medical insurance claims based upon supporting medical information and in accordance with legal regulations and ethical guidelines.
- Locate, use and refer to credible professional and technical resources as needed in coding and billing procedures.
- Apply critical thinking, adaptability and problem-solving techniques to continuously improve billing operations and staff relations in the medical office.
- Implement efficient time-management techniques to ensure smooth billing operations and contribute to smooth patient flow in a medical office.

## Certificate of Achievement Requirements

Code	Title	Units
<b>Required Core</b>		
ANAT 5	Human Biology	4
CSIS 50 & 50L	MS Office Applications and MS Office Applications Lab	3
MEDA 100	Introduction to Health Careers	1
MEDA 101	Ethics, Law and IT Security in the Medical Office	3
MEDA 105	Medical Terminology	4
MEDA 112	Medical Office Computer Applications	2
MEDA 113	Medical Procedure Coding	3
MEDA 114	Medical Insurance Management	2
MEDA 117	ICD 10 Coding	3
MEDA 118	Pharmacology and Human Diseases	3
Current valid healthcare provider CPR certificate (American Heart Association only)		0
Select one course from the following:		3
HLTH 4	Personal Health and Wellness	
PSYC 50	Health Psychology	
Select one course from the following:		3-5
ENGL C1000	Academic Reading and Writing	
ENGL 111	Academic Reading and Writing	
ENSL 11	Advanced Reading and Writing	
<b>Total Units</b>		<b>34-36</b>

Please refer to the program requirements section of the Catalog for information about associate degree requirements and certificate requirements including Information Competency, and General Education requirements.

The model sequence of coursework below is one pathway for students to complete the program. The information below is not an official educational plan. An MPC Counselor can assist you with creating a personalized education plan based on your academic, career, and personal goals. Visit MPC's Counseling website for more information about Counseling and up-to-date program requirements.

## Suggested Course Sequence

### Year 1

Fall		Units
ENGL C1000 or ENSL 11	Academic Reading and Writing or Advanced Reading and Writing	3
CSIS 50 & 50L	MS Office Applications and MS Office Applications Lab	3
MEDA 100	Introduction to Health Careers	1
MEDA 105	Medical Terminology	4
<b>Units</b>		<b>11</b>

### Spring

ANAT 5	Human Biology	4
MEDA 101	Ethics, Law and IT Security in the Medical Office	3
MEDA 114	Medical Insurance Management	2
MEDA 117	ICD 10 Coding	3
<b>Units</b>		<b>12</b>

### Year 2

Fall		Units
HLTH 4 or PSYC 50	Personal Health and Wellness or Health Psychology	3
MEDA 112	Medical Office Computer Applications	2
MEDA 113	Medical Procedure Coding	3
MEDA 118	Pharmacology and Human Diseases	3
Current valid healthcare provider CPR certificate (American Heart Association only)		0
<b>Units</b>		<b>11</b>
<b>Total Units</b>		<b>34</b>

MPC "Ready to Work" Career Education programs offer students the opportunity to gain knowledge and skills needed for employment and job advancement.

All students should consult with a Counselor to discuss career pathways, for support with career exploration and planning, and to create a personalized education plan to help them meet their academic, career, and personal goals. Visit MPC's Counseling website for more information about Counseling services provided by MPC and to connect with a Counselor.

Additional resources are available through MPC's Career & Transfer Resource Center (CTRC). The CTRC offers career resources, workshops, guidance and referrals. Visit the CTRC for support finding online career information and other resources to explore majors, occupations, and employment information.