

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
Required Core		
ANAT 5	Human Biology	4
CSIS 50 & CSIS 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	Healthy Living	
PSYC 50	Health Psychology	
Select one course from the following:		3-5
ENGL 1A	College Composition	
or ENGL 1AECollege Composition: Enhanced		
ENGL 111	Academic Reading and Writing	
ENSL 11	Advanced Reading and Writing	
Total Units		34-36

Please refer to the graduation requirements section of the Catalog for information about degree and certificate requirements including Reading and Writing, Mathematics, Information Competency, and General Education requirements.