

# 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 & 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:		3-4
ENGL 1A	College Composition	
or ENGL 1AECollege Composition: Enhanced		
ENGL 111	Academic Reading and Writing	
ENSL 110	Advanced Writing	
<b>Total Units</b>		<b>34-35</b>

MATH 261 is also recommended.

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.