

MEDICAL ASSISTING- MEDICAL INSURANCE BILLING AND CODING

Certificate of Achievement Career/Technical (Major Code: 02317)

Prepares students for an entry level career in medical assisting with a medical insurance billing and coding emphasis. Students gain an understanding of basic medical terminology, anatomy, physiology, pathology, medical insurance billing and coding procedures including managed care and insurance, international classification of diseases, current procedural terminology (CPT) and diagnostic coding. Graduates of the Medical Assisting – Medical Insurance Billing and Coding certificate program are prepared for employment in a variety of medical and healthcare settings and entrepreneurial opportunities are available.

Program Student Learning Outcomes

- Student will demonstrate with health professionals proper oral and written communication skills with the use of correct pronunciation and spelling of medical terminology and business English; including the use of accurate keyboarding skills when creating documents and filing claims.
- Student, with knowledge in medical terminology, will analyze and evaluate medical record information for claims processing by applying coding skills in Current Procedural Terminology (CPT), International Classification of Diseases, 9th Revision Clinical Modification (ICD-9-CM), and Healthcare Common Procedure Coding System (HCPCS).
- Student will assess and analyze medical record information by identifying the appropriate insurance program or plan and by filing claims according to specifications (electronic or hard copy) using appropriate coding systems and insurance practices.
- Student will apply legal and ethical considerations pertaining to medical records and insurance claims with office personnel and patients.

Gainful Employment

The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment (<http://www.swccd.edu/gainfulemployment/>).

Code	Title	Units
Semester One		
MEDOP 20	HEALTH CARE ESSENTIALS	3
MEDOP 121	ELECTRONIC HEALTH RECORDS	2
MEDOP 230	MEDICAL TERMINOLOGY	3
MEDOP 133	HUMAN STRUCTURES AND FUNCTIONS	4

Semester Two		
MEDOP 231	ADMINISTRATIVE MEDICAL ASSISTING PROCEDURES	4
MEDOP 21	CURRENT PROCEDURAL TERMINOLOGY (CPT) CODING	3
MEDOP 22	INT'L CLASSIFICATION OF DISEASES-CLINICAL MODIFICATION (ICD-CM) CODE	3
MEDOP 23	INTRODUCTION TO MEDICAL BILLING AND CODING	3
Semester Three		
MEDOP 35	MEDICAL ASSISTING-MEDICAL INSURANCE BILLING AND CODING PRACTICUM	3
Total Units		28