

MEDICAL BILLING AND CODING

Description

This program is intended for those who wish to gain employment in medical billing and health information management in either the public or private sector, including positions in the offices of private physicians, hospitals, and medical centers. Students will develop a thorough knowledge of medical terminology, health records management, insurance procedures and billing software, medical coding, as well as skills in business communications and office administration that are vital for success in this growing field. A certificate will be awarded upon successful completion of this program.

Students who have successfully met all educational *and* institutional requirements for a Certificate in Medical Billing and Coding from Southeastern Institute are eligible to have their names submitted to the American Health Information Management Association (AHIMA) to be considered as a candidate for the Certified Coding Associate (CCA) examination or the Certified Coding Specialist--Physician-based (CCS-P) examination.

Objectives

The Medical Billing and Coding program is designed to train the student for an entry level position as a medical biller and coder; and to function effectively as an integral member of the physician's health care team. Graduates of the Medical Billing and Coding Program will possess the skills to competently perform medical office procedures, medical keyboarding, health care records management, process medical insurance, follow healthcare laws and ethics, and basic coding procedures.

Course Outline

To receive a certificate in Medical Billing and Coding, students must complete a total of 32.5 Semester Credit Hours (ACCSCT)/26.0 Semester Credit Hours (Title IV). This certificate program can be completed in 8 months for full-time day students or in 16 months for part-time evening students. ***Part-time evening students will be required to complete the Internship portion of this program during the day.**

Medical Billing and Coding Courses (32.5 semester credit hours)

Certificate Program

HIM 126	Healthcare Billing & Coding Technology with Career Skills	5.0
HIM 127	Medical Terminology/Human Anatomy I with ICD-9, CPT 4, and HCPCS Coding Systems	4.0
HIM 128	Medical Terminology/Human Anatomy II with ICD-9, CPT4, and HCPCS Coding Systems	4.0
HIM 129	Medical Terminology/Human Anatomy III with ICD-9, CPT 4, and HCPCS Coding Systems	4.0
HIM 130	Medical Terminology/Human Anatomy IV with ICD-9, CPT4, and HCPCS Coding Systems	4.0
HIM 131	Medical Terminology/Human Anatomy V with ICD-9, CPT4, and HCPCS Coding Systems	4.0
HIM 132	Medical Office and Billing Procedures	4.0
HIM 180	Internship	3.5