

# MEDICAL BILLER/CODER ITC

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**Medical Biller/Coders** are vital to the operation of any medical office!

The courses cover:

- Basic coding techniques
- Insurance preparation (with particular focus on Medicare) Workers' Compensation, and Blue Cross
- Medical terminology
- Data entry skills
- Understand basic medical terminology
- Understand HIPAA regulations and the importance of medical ethics and medical record responsibilities
- Basic knowledge of medical billing software for data entry and preparing remittances
- And end-of-day reporting procedures

You will be prepared for the Certified Professional Coder exam through AAPC.

Upon completion of this certificate, you will:

- Apply ICD-10 codes to diagnoses following proper American Hospital Association guidelines
- Apply CPT codes to procedures following proper American Hospital Association guidelines

## General Education Core

Code	Title	Credits
COMM-101	FUNDAMENTALS OF ORAL COMMUNICATION	3.00
HRPT-185	HUMAN RELATIONS IN ORGANIZATIONS	3.00
or PSYC-101	INTRODUCTION TO GENERAL PSYCHOLOGY	
<b>Total Credits</b>		<b>6.00</b>

## Program Requirements

Code	Title	Credits
GNBPT-110	BUSINESS COMPUTER SKILLS	3.00
GNBPT-185	BUSINESS COMMUNICATION	3.00
GNBPT-202	FINANCIAL BUSINESS APPLICATIONS	3.00
or MTHPT-130	FINITE MATHEMATICS	
MEDPT-173	MEDICAL TERMINOLOGY	3.00
MEDPT-175	ADMINISTRATIVE MEDICAL ASSISTING I	3.00
MEDPT-259	PATIENT RECORD SYSTEMS	3.00
MEDPT-275	MEDICAL CODING	3.00
MEDPT-285	MEDICAL CODING II	3.00
Completion of a Technical Skills Assessment is required		
<b>Total Credits</b>		<b>24.00</b>