

# MEDICAL BILLER/CODER ITC

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

The courses cover:

- Basic coding techniques
- Basic medical terminology
- Insurance preparation with particular focus on Medicare, Workers' Compensation, and Blue Cross
- Data entry skills
- HIPAA regulations and the importance of medical ethics and medical record responsibilities
- Basic knowledge of medical billing software for data entry and preparing remittances
- 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         |
| <b>Total Credits</b> |                                    | <b>24.00</b> |