



Medical Office Management & Billing

Certificate (36 SCH*)

*Semester Credit Hour 8/2020

Academic Support Courses - 12 SCH

COSC 1301 - Introduction to Computing
HITT 1305 - Medical Terminology I
HPRS 2300 - Pharmacology for Health Professions
MDCA 1309 - Anatomy and Physiology for Medical Assistants

First Semester - 12 SCH (Summer)

HITT 2340 - Advanced Medical Billing and Reimbursement
MDCA 1343 - Medical Insurance
POFM 1300 - Basic Medical Coding
POFM 1302 - Medical Software Applications

Second Semester - 12 SCH

HITT 2335 - Coding and Reimbursement Methodologies
ITSW 1304 - Introduction to Spreadsheets
POFT 1364 - Practicum - Administrative Assistant & Secretarial Science, General
POFT 2312 - Business Correspondence & Communication

Marketable Skills

- Critical Thinking
- Communication
- Teamwork
- Personal Responsibility
- Social Responsibility
- Computer Skills
- Organizational Skills
- Customer Service
- Experience Through Volunteer Medical Office Work

Program Outcomes

- Medical Terminology
- Basic Clinic Operating Procedures
- Medical Office Billing Practices
- Electronic Health Records
- Good working knowledge of anatomy and physiology
- General Knowledge of ICD-10 and & CPT Coding
- Submission of claims to insurance carriers
- Answering inquiries on a timely basis
- Microsoft Office Word, Excel, PowerPoint

High School Endorsements

Public Service

Additional Educational Opportunities

Associate Degree, Bachelor or Master Degree in Business Administration, Public Health, or Health Administration

Career Opportunities

Medical secretary; Healthcare technician; Medical biller/coder; Medical clinic receptionist; Front office assistant in a physician's office; Unit clerk in a health care facility; Allied health care administrative assistant; Patient registration.