

AREA: Medical Billing/Coding Certificate

LENGTH: Three semesters (one-year) program

PURPOSE: With an increasing demand for medical insurance billing and coding workers in professional offices in Virginia, this certificate will prepare individuals for full-time employment upon completion of the program. The program is beneficial for individuals who are seeking first-time employment, career advancement or national coding certification.

OCCUPATIONAL OBJECTIVES: medical billing assistant, medical coder or medical insurance specialist

PROGRAM REQUIREMENTS: The program prepares the student to fill medical billing and coding positions and provides fundamental knowledge and skills associated with insurance billing and coding. The curriculum includes courses in college composition, medical coding and reimbursement, and medical office bookkeeping and insurance. Prior to internships or student employment, satisfactory completion of criminal background search and drug screen may be required. Upon satisfactory completion of the program, the graduate will be awarded a certificate in medical billing/coding.

Course#	Title	Credits
First Semester		
AST 102	Keyboarding II ¹	3
	or	
AST 141	Word Processing I ²	3
BIO 100	Basic Human Biology	3
HIM 111	Medical Terminology I	3
SDV 100	College Success Skills	1
	or	
	SDV 101-Orientation to Health Professions	
	Total	10
Second Semester		
ENG 111	College Composition I	3
HIM 112	Medical Terminology II ³	3
HIM 253	Health Records Coding ⁴	4
MDA 206	Medical Office Bookkeeping and Insurance	4
	Total	14
Third Semester		
AST 205	Business Communication	3
AST 206	Professional Development ¹	3
HIM 254	Advanced Coding & Reimbursement ⁵	4
PHI 227	Bio-Medical Ethics (or PHI 220)	3
	Total	13
	Program Total	37

Note: Internship opportunities and a national CPC certification exam may be available to certificate students/graduates.

¹ Keyboarding skill is required. Corequisite: AST 101 or equivalent skill

²Prerequisite: AST 102 or equivalent skill

³Prerequisite: HIM 111

⁴Prerequisite: HIM 111, PNE 155 and corequisite MDA 206

⁵ Prerequisite: HIM 253