Medical Billing & Coding Specialist Program Overview

Program Objective

The objective of the Medical Billing & Coding Specialist Program is to train students for an entry level position as a medical billing specialist, medical coding specialist, and/or a variety of positions in the health information field. Graduates of the program will possess the skills needed to successfully perform medical office procedures such as medical keyboarding & coding, medical billing, clinical documentation improvement, medical auditing, healthcare compliance, revenue cycle management, practice management, health care records management, process medical insurance, follow healthcare laws & ethics and procedures.

Program Length

The Medical Billing and Coding Specialist Program is a total of 1152 clock hours. Full-time students will complete the program in 32 weeks. Part-time students will complete the program within 64 weeks.

Curriculum Outline

Codes	Course Title	Hours	Lab/Externship
CPT101	Intro to Computers	64	
PN104	Human Anatomy & Physiology	64	
PN101	Medical Terminology	64	
BIC101	Orientation to Healthcare Systems	64	
ACC101	Principles of Accounting I	128	
BIC102	Electronic Healthcare Billing	128	
BIC103	Electronic Coding for Systems: Integumentary, Skeletal, Muscular, Auditory and Ophthalmic	128	
BIC104	Electronic Coding for Systems: Reproductive, Urinary, and Nervous	128	
BIC105	Electronic Coding for Systems: Cardiovascular, Blood and Lymphatic	128	
BIC106	Electronic Coding for Systems: Endocrine, Digestive and Respiratory	128	
CAP301	Externship		128
TCH	Total Clock Hours	1152	

Class Schedule All classes for the Medical Billing and Coding Specialist Program will be held online, EXCEPT CAP301, until further notice.