



**Medical Insurance Coding
 Credential: Certificate in Medical Insurance
 Coding
 C4540000**

The Medical Insurance Coding Certificate curriculum prepares individuals to work in the medical insurance environment. Course work includes instruction in administrative office procedures such as coding and processing insurance accounts, billing, computer operations, and medical and legal issues as well as medical terminology. Graduates of this curriculum are eligible for employment in physicians' offices, health maintenance organizations, and hospitals. Credits earned in this program may be transferred toward a Diploma in Medical Assisting or toward an Associate in Applied Science in Medical Assisting provided the student meets the entrance requirements for that diploma or degree program.

1. Students transferring into the program must have a 2.0 GPA or better.

Program Specific Entrance Standards:

(All placement test scores must be less than five years old.)

1. Complete all developmental courses. See current Medical Assisting Student Guide for the required placement test scores in reading, English, and arithmetic.
2. Attend a scheduled information session or interview with a medical assisting instructor.

Program Specific Academic Standards

1. Students must achieve a grade of "C" or better in all major courses in the curriculum to progress.

Program Length: 3 semesters

Career Pathway Options: Certificate in Medical Insurance Coding, Diploma in Medical Assisting, Associate in Applied Science Degree in Medical Assisting.

Program Site:

Chatham and Harnett Campus - Day Program

Lee County Campus – Evening and Distance Education Program

Course Requirements for Medical Insurance Coding Certificate

A. Required Major Core Courses (12 SHC)		C-L-CL-SHC
MED 118	Medical Law and Ethics	2-0-0-2
MED 121	Medical Terminology I	3-0-0-3
MED 122	Medical Terminology II	3-0-0-3
MED 130	Administrative Office Procedures I	1-2-0-2
MED 131	Administrative Office Procedures II	1-2-0-2

B. Other Major Hours Required for Graduation (4 SHC)

CIS 111	Basic PC Literacy	1-2-0-2
MED 232	Medical Insurance Coding	1-3-0-2

Total Semester Hours Credit Required for Graduation: 16

Semester Curriculum for Medical Insurance Coding Certificate

1st Semester (Fall)

MED 121	Medical Terminology I	3-0-0-3
MED 130	Administrative Office Procedures I	1-2-0-2
MED 118	Medical Law and Ethics	<u>2-0-0-2</u>
		6-2-0-7

2nd Semester (Spring)

MED 122	Medical Terminology II	3-0-0-3
MED 131	Administrative Office Procedures II	1-2-0-2
CIS 111	Basic PC Literacy	<u>1-2-0-2</u>
		5-4-0-7

3rd Semester (Summer)

MED 232	Medical Insurance Coding	1-3-0-2
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Total Semester Hours Credit: 16

COURSE DESCRIPTIONS

CIS 111 Basic PC Literacy 1-2-2

This course provides an overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and fundamental workplace use. Upon completion, students should be able to demonstrate basic personal computer skills.

MED 118 Medical Law and Ethics 2-0-2

This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

MED 121 Medical Terminology I 3-0-3

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 122 Medical Terminology II 3-0-3

Prerequisites: MED 121

This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 130 Admin Office Proc I 1-2-2

Prerequisites: Enrollment in the Medical Assisting program or permission of instructor, MAT 060

This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.

MED 131 Admin Office Proc II

1-2-2

Prerequisites: MED 130

This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.

MED 232 Medical Insurance Coding

1-3-2

Prerequisite: MED 122, Med 131

This course is designed to develop coding skills. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement.