

MEDICAL BILLING CERTIFICATE

(Requirements effective Spring Semester 2015)

Colleen Teague - coordinator

A-105-C

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The medical billing specialist is an integral part of the health care team. Medical billing personnel are responsible for patient billing and basic accounting systems used in the health care facility. Medical billing personnel need to know medical terminology, principles of anatomy and physiology, disease processes, medical procedures, medical records, patient billing, accounting, and computer skills. Medical references are used extensively to code patient diagnoses and medical procedures performed. Competence in completion of the standard health insurance claim, knowledge of third-party reimbursement, and an understanding of collection policies and procedures are also important for these personnel.

Wayne College's Medical Billing Certificate prepares you to work in hospitals, nursing homes, outpatient clinics, medical group practices, health maintenance organizations, medical billing services and insurance companies.

Students entering the program must demonstrate a fundamental knowledge of computer software and keyboarding by examination (CISBR) or take the following bridge courses prior to enrolling in the program:

2420:140 Keyboarding (2)

2440:105 Introduction to Computers and Application Software (3)

*A grade of "C" or higher is required in all 2530: department courses.

| <u>C</u> | <u>E</u> | <u>R</u> | | | |
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| — | — | — | 2420:211 | Basic Accounting I | 3 |
| — | — | — | 2440:125 | Spreadsheet Software | 2 |
| — | — | — | 2530:240 | Medical Coding I (Diagnostic)* | 3 |
| — | — | — | 2530:241 | Health Information Management* | 3 |
| — | — | — | 2530:242 | Medical Office Administration* | 3 |
| — | — | — | 2530:243 | Medical Coding II (Procedural)* | 3 |
| — | — | — | 2530:244 | Medical Insurance Billing* | 3 |
| — | — | — | 2740:120 | Medical Terminology | 3 |
| — | — | — | 2740:121 | Study of Disease Processes | 3 |

Placement by Adviser

2740:120 (coreq.)

2740:120

2740:120, 2530:240

2530:243

2740:120

TOTAL CREDITS - 26