



Diploma program

Medical Billing and Coding

Description

This program is intended for those who wish to gain employment in medical billing and health information management in either the public or private sector, including positions in the offices of private physicians, hospitals, and medical centers. Students will develop a thorough knowledge of medical terminology, health records management, insurance procedures and billing software, medical coding, as well as skills in business communications and office administration that are vital for success in this growing field. A diploma will be awarded upon successful completion of this program.

Objectives

The Medical Billing and Coding program is designed to train the student for an entry level position as a medical biller and coder; and to function effectively as an integral member of the physician's health care team. Graduates of the Medical Billing and Coding Program will possess the skills to competently perform medical office procedures, medical keyboarding, health care records management, process medical insurance, follow healthcare laws and ethics, and basic coding procedures.

Prerequisites

Have a high school diploma or G.E.D.

Course Outline

To receive a diploma in Medical Billing and Coding, students must complete a total of 32.5 credit hours in their major. This diploma program can be completed in 8 months for full-time day students or in 16 months for part-time evening students.

Medical Billing and Coding Major Courses (32.5 credit hours)

	Credit Hrs.	Clock Hrs.	Federal Student Aid
Healthcare Billing & Coding Technology with Career Skills	5.0	100	3.0
Medical Terminology/Human Anatomy I with ICD-9, CPT4, and HCPCS Coding Systems	4.0	100	3.0
Medical Terminology/Human Anatomy II with ICD-9, CPT4, and HCPCS Coding Systems	4.0	100	3.0
Medical Terminology/Human Anatomy II with ICD-9, CPT4, and HCPCS Coding Systems	4.0	100	3.0
Medical Terminology/Human Anatomy IV with ICD-9, CPT4, and HCPCS Coding Systems	4.0	100	3.0
Medical Terminology/Human Anatomy V with ICD-9, CPT4, and HCPCS Coding Systems	4.0	100	3.0
Medical Office and Billing Procedures	4.0	100	3.0
Internship	3.5	160	5.0
Total Hours	32.5	860	26.0

This program is offered at the Greenacres Campus, Miami Lakes Campus, and St. Petersburg Campus.