

Certificate in Medical Billing/Coding

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.

The certificate may be completed in three semesters (one year) if the following conditions are met:

- Placement tests indicate readiness to enroll in ENG 111 and reading prerequisite classes.
- Students without keyboarding skill (or limited skill below 25 words per minute) must complete the prerequisite class AST 101 prior to enrolling AST 102 and AST 141.
- Students are willing to enroll in day and evening classes.
- Grades of C or better are met in each course completed.

Additional courses to enhance employment opportunities may include:

AST 142 Word Processing II
AST 205 Business Communications
MDA 207 Medical Law & Ethics
SPA 101/102 Spanish I & II

Course#	Title	Credits
First Semester (Fall)		
AST 102	Keyboarding II ¹ or	3
AST 141	Word Processing I ²	
BIO 145	Human Anatomy and Physiology for the Health Sciences	4
HIM 111	Medical Terminology I	3
SDV 100/101	Orientation to Health Professions	1
Total		11
Second Semester (Spring)		
ENG 111	College Composition I	3
HIM 112	Medical Terminology II ³	3
HIM 253	Health Records Coding ⁴	4
Total		10
Third Semester (Summer)		
AST 206	Professional Development ²	3
HIM 143	Managing Electronic Billing ⁵	3
HIM 254	Advanced Coding & Reimbursement ⁶	4
Total		10
Program Total		31

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

²Prerequisite: AST 102 or equivalent skill

³Prerequisite: HIM 111

⁴Prerequisite: HIM 111 and BIO 100

⁵Prerequisite: HIM 253

⁶Prerequisite: HIM 112 and HIM 253

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