

LFCC ADVISING WORKSHEET

Program: Certificate Medical Billing/Coding

Catalog Year: 2016-2017

Advisor:

Program purpose: To prepare individuals for full-time employment upon completion of the program

Check	Course	Title	Credits	Grade	Notes
First Semester (fall)					
	AST 102 or AST 141	Keyboarding II ¹ or Word Processing I ²	3		
	BIO 145	Human Anatomy and Physiology for the Health Sciences ³	4		
	HIM 111	Medical Terminology I	3		
	SDV 101/100	Orientation to Health Professions	1		
Second Semester (spring)					
	ENG 111	College Composition I	3		
	HIM 112	Medical Terminology II ⁴	3		
	HIM 253	Health Records Coding ⁵	4		
Third Semester (summer)					
	AST 206	Professional Development ²	3		
	HIM 143	Managing Electronic Billing ⁶	3		
	HIM 254	Advanced Coding & Reimbursement ⁷	4		
		Total	31		

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

²Prerequisite: AST 101 or AST 102 or equivalent skill

³Equivalent: Completion of BIO 141 and BIO 142

⁴Prerequisite: HIM 111

⁵Prerequisite: HIM 111 and BIO 145 or BIO 141 and BIO 142

⁶Prerequisite: HIM 253

⁷Prerequisite: HIM 112 and HIM 253

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

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.
- 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.

The College reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student's enrollment or otherwise.