Medical Billing and Coding Technician

Objective: This course is designed to develop skills used in theory and practice of procedural and diagnostic codes, as well as HCPCS codes for medical outpatient billing. In addition to coding procedures, students learn billing software programs, claims reimbursement, and various medical-related software for data protection and data transmission including electronic health records. Medical terminology, anatomy and physiology are covered to support the billing process. Students completing this course are prepared to work in an outpatient medical setting in various billing and coding positions such as a Referral Coordinator or Reimbursement Specialist. Upon successful completion of the Certified Professional Coder, Apprentice Status (CPC-A) exam, graduates are prepared for entry-level coding positions.

Note: All units in this program are transferable to the Specialized Associate Degree – Medical Assistant program.

Expected Educational Outcomes: Upon completing the Medical Billing and Coding Technician program, students will have demonstrated:

1. The skills necessary to efficiently use current medical code books for procedures and diagnosis.
2. Knowledge of private and public insurance programs, various insurance plans, eligibility, rules and regulations.
3. Expanded focus regarding current medical issues including law, ethics, and insurances.
4. Readiness to sit for the Certified Professional Coder, Apprentice Status (CPC-A) exam or the Certified Coding Specialist (CCS), and the California Certified Medical Assistant exam to become a Certified Medical Administrative Assistant.

Diploma awarded upon successful completion of all graduation requirements.

Empire College
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Empire College
Business – Law – Technology – Medical

Medical Billing and Coding Technician

Program Outline: Requirements for Graduation

Class No.	Class Title	Hours	Qtr. Units	Class No.	Class Title	Hours	Qtr. Units
ACN160A	Fundamentals of Accounting IA	24	2.0	MDN162A	Introduction to Medical Assisting I	24	1.0
ACN16LA	Fundamentals of Accounting IA Lab	24	1.0	MDN162B	Introduction to Medical Assisting II	24	1.0
ACN160B	Fundamentals of Accounting IB	24	2.0	MDN162C	Introduction to Medical Assisting III	24	1.0
ACN16LB	Fundamentals of Accounting IB Lab	24	1.0	MDN250	Medical Office Procedures I	24	2.0
BMN141	Math Review	24	1.0	MDN251	Medical Office Procedures II	24	2.0
BMN195A	10-Key Keypad	24	1.0	MDN301A	Diagnostic Coding I	24	2.0
CMN100	Computer Literacy	24	1.0	MDN301B	Procedural Coding I	24	2.0
CMN127B	Introduction to Word I	24	1.0	MDN301C	Procedural Coding II	24	2.0
CMN185A	QuickBooks Pro I	24	1.0	MDN302A	MediSoft I	24	1.0
ENN100A	Business English I - Grammar	24	2.0	MDN302B	MediSoft II	24	1.0
ENN100B	Business English I - Grammar	24	2.0	MDN305	Medical Insurance Plans	24	2.0
ENN200A	Business English II - Punctuation	24	2.0	MDN306	Claims Reimbursement	24	2.0
ENN200B	Business English II - Punctuation	24	2.0	MDN308A	Introduction to the Paperless Medical Office	24	1.0
ENN300A	Business Correspondence I	24	1.0	MDN308B	Application of the Paperless Medical Office	24	1.0
ENN300B	Business Corresondence II	24	1.0	MDN310	Advanced Medical Coding	24	2.0
GBN050	Information Literacy	24	2.0	MDN311	Health Information Management	24	2.0
GBN101	Career Transitions	24	2.0	MDN312	Medical Coding Apprenticeship Certification Preparation	24	2.0
GBN132B	Administration: Records Management	24	2.0				
MDN150	Anatomy and Physiology I	24	2.0		Total:	960	64.0
MDN151	Anatomy and Physiology II	24	2.0		Total Weeks/Quarters:	48/4	
MDN152	Anatomy and Physiology III	24	2.0				
MDN161A	Medical Terminology I	24	2.0				
MDN161B	Medical Terminology II	24	2.0				

Keyboarding Speed Graduation Requirement:
30 NWPM