OFFICE TECHNOLOGY

ONE-YEAR CERTIFICATE: MEDICAL BILLING AND COLLECTIONS CLERK – MINIMUM 51 CREDITS

CAREER DESCRIPTION

Students gain theoretical knowledge and practical skills that will help them to succeed as entry-level outpatient medical billing and collections clerks. Prerequisite skills: Touch typing skills of at least 20 wpm at 95% accuracy.

APPLICATION & ACCEPTANCE

Although there is no application process for this program, please be advised that most area medical offices and clinics do thorough background history checks and drug screens prior to employment, including cooperative work experience placement.

PROGRAM OUTCOMES

1. Apply professional skills to assure workplace success
   a. Manage time appropriately and efficiently.
   b. Know and adhere to workplace ethics.
   c. Serve internal and external customers well.
2. Communicate effectively by applying appropriate listening, speaking, and writing skills both individually and as a member of a team
3. Demonstrate use of current technology and processes relevant to discipline or profession.
   a. Input data accurately and efficiently.
   b. Use medical references and databases.
   c. Code procedures and diagnoses correctly.
4. Think critically and creatively solve problems.
   a. Distinguish relevant from non-relevant information.
   b. Analyze and evaluate relevant information
   c. Apply various methods of reasoning.
5. Integrate life-long learning
   a. Realize the personal and professional importance of continuing education.
   b. Conduct independent research.

CERTIFICATE — Medical Billing and Collections Clerk

Minimum 51 Credits — Recommended Sequence for Students (Students should see an advisor to customize their educational plan.)

SEQUENCE

Fall	*Medical Terminology I MED 111 3 CR	*Medical Office Procedures I MED 220 3 CR	Administrative Office Professional OA 115 3 CR	Records Management OA 116 2 CR	Ten-Key Calculator OA 131 1 CR	*Introduction to Expository Writing WR 115 (OR HIGHER) 4 CR	CREDITS 16
Winter	*Medical Terminology II MED 112 3 CR	*Medical Office Procedures II MED 221 3 CR	Medical Coding for the Physician's Office MED 114 3 CR	Anatomy and Physiology for Medical Assistants MED 115 3 CR	Health Insurance Concepts MED 230 3 CR	Intro to Computer Information Systems CIS 120 4 CR	CREDITS 19
Spring	Electronic Health Records MED 140 3 CR	*Medical Office Procedures III MED 222 3 CR	Health Care Reimbursement and Collections MED 231 3 CR	Business Mathematics I BA180 3 CR *OR* Math for the Medical Assistant MED 060 3 CR *OR* Introduction to Algebra MTH 060 4 CR	Psychology of Human Relations PSY 101 3 CR	CWE Seminar I CWE 161 1 CR	CREDITS 16-17

NOTES

Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to student's selection of courses.

Please see an advisor for a degree planning worksheet for this program.

*A grade of C or better must be attained in the courses indicated.