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## **Medical Billing and Coding Technician**

**Objective:** This course is designed to develop skills used in theory and practice of CPT (procedure codes), ICD-9-CM (diagnoses codes), and 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. Students completing this course are prepared for insurance billing positions in the health care outpatient industry.

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.

**Diploma** awarded upon successful completion of all graduation requirements.

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**Empire College**  
Business – Law – Technology – Medical

# Medical Billing and Coding Technician

## Program Outline: Requirements for Graduation

Class No.	Class Title	Qtr.		Class No.	Class Title	Qtr.	
		Hours	Units			Hours	Units
AC160A	Fundamentals of Accounting IA	25	2.5	MD152	Anatomy and Physiology III	25	2.5
AC161A	Fundamentals of Accounting IA Lab	25	1.0	MD161A	Medical Terminology	25	2.5
BM141	Math Review	25	1.0	MD161B	Medical Terminology	25	2.5
BM195A	10-Key Keypad	25	1.0	MD162A	Introduction to Medical Assisting	25	1.0
BM195B	10-Key Speed Development	25	1.0	MD162B	Introduction to Medical Assisting	25	1.0
CM050A	Introduction to the Internet	25	1.0	MD250	Medical Office Procedures I	25	2.5
CM100	Computer Literacy	25	2.5	MD251	Medical Office Procedures II	25	2.5
CM127B	Introduction to Microsoft Word I	25	1.0	MD301A	Medical Insurance Coding I	25	2.5
CM127C	Introduction to Microsoft Word II	25	1.0	MD301B	Medical Insurance Coding II	25	2.5
CM192A	Microsoft Office Professional: An Overview of Word and Excel	25	1.0	MD301C	Medical Insurance Coding III	25	2.5
CM192B	Microsoft Office Professional: An Overview of Microsoft Access and PowerPoint	25	1.0	MD302A	MediSoft I	25	1.0
EN100A	Business English I - Grammar	25	2.5	MD302B	MediSoft II	25	1.0
EN100B	Business English I - Grammar	25	2.5	MD304A	Medical Manager I	25	1.0
EN200A	Business English II - Punctuation	25	2.5	MD304B	Medical Manager II	25	1.0
EN200B	Business English II - Punctuation	25	2.5	MD305	Medical Insurance Plans	25	2.5
EN300A	Business Correspondence	25	1.0	MD306	Claims Reimbursement	25	2.5
GB101	Career Transitions	25	2.5	MD307	HIPAA and Records Management	25	2.5
GB132B	Records Management	25	2.5		Total:	925	68.5
MD150	Anatomy and Physiology I	25	2.5		Total Weeks/Quarters		
MD151	Anatomy and Physiology II	25	2.5		Daytime:	40/4	
					Evening:	60/4	
					<b>Keyboarding Speed Requirement:</b>	30	NWPM