

Billing & Coding Specialist

CERTIFICATE (ONE YEAR)

Major code: 3190
Department: Business and Computer Information
Chair: Kilee Saldivar
Advising: Nila K Stephens 541-881-5896

PROGRAM OVERVIEW

The Billing & Coding Specialist teaches students to compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system.

FOUNDATION SKILLS REQUIREMENTS (14 CREDITS)

WR 121Z English Composition (4-credits)
SP 219 Small Group Discussion or BA 214 Business Comm (3-credits)
BA 104 Business Math I or higher (4-credits)
BA 204 Teamwork Dynamics (3-credits)

REQUIRED COURSES (35 CREDITS)

Courses are listed in suggested sequence.

YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
- BA 131	INTRO TO BUSINESS COMPUTING.....	4
- BA 169 Z	DATA ANALYSIS USING MICROSOFT EXCEL.....	4
- BT 105	PRESENTATION APPLICATIONS.....	1
- BT 210	EMAIL & PRODUCTIVITY APPLICATIONS.....	2
- BT 221	WORD PROCESSING PROCEDURES I.....	3
- BT 222	WORD PROCESSING PROCEDURES II.....	3
- GSCI 161	MEDICAL TERMINOLOGY I.....	3
- MREC 116	MEDICAL OFFICE PROCEDURES.....	3
- MREC 210	MEDICAL BILLING I.....	3
- MREC 211	MEDICAL BILLING II.....	3
- OA 120	BUSINESS EDITING.....	3
- OA 240	RECORDS MANAGEMENT.....	3

Total number of credits..... 49