

Medical Insurance Billing Occupational Skills

Award Item 1. Program Goals and Objectives

Completion of the Medical Insurance Billing Occupational Skills Award prepares the student and incumbent worker for employment or career advancement in medical billing. The goal of this CTE award is to provide the education and training of skills required to meet industry and regulatory requirements to work in the medical office or independently as a consultant. Competencies include: use of technology, preparation of written communications, medical billing, processing of insurance claims and the selection and application of diagnostic codes.

Item 2. Catalog Description

Completion of the occupational skills award in Medical Insurance Billing provides the student/incumbent worker with skills required for employment in a physician's office, medical clinic or as an independent consultant specializing in medical insurance billing and coding. The curriculum allows for academic growth and mobility leading towards an associate degree in Health Sciences or Health Information Technology. Competencies include developing a working knowledge of various insurance plans, processing of claims, authorizations, billing, collections and diagnostic coding for the medical office.

Students who complete this program will be able to:

1. Demonstrate skills leading to an increase in employability.
2. Demonstrate skills related to processing claims using a variety of health insurance plans.
3. Demonstrate legal and ethical practices related to medical billing.

Item 3. Program Requirements

	Course Prefix & Number	Course Title	Units	Sequence
	MA 280	Healthcare Organization Practices	3	Y1-FA
	HSC 104	Medical Terminology	3	Y1-FA
	MA 224A	Basics of Medical Insurance, Billing and Reimbursement	3	Y2-SP
	MA 282	Fundamentals of Medical Practice Coding	3	Y2-SP
	HSC 106	Legal and Ethical Aspects of Health Information - class being added Fall 2019	3	Y1-FA

Required Core Units	12 (15 Fall 2019)
Restricted Electives	n/a
Total Units	12 (15 Fall 2019)

