

MEDICAL CODING & BILLING

Certificate of Completion

2012-2013

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with you.*

**CENTRAL
TEXAS
COLLEGE**

www.ctcd.edu

www.ctcd.edu/office_tech/index.htm

Office Technology Department
P.O. Box 1800 • Killeen, Texas 76540-1800
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MEDICAL CODING & BILLING

The curriculum provides the student with basic knowledge of medical language; human anatomy, physiology and disease processes; pharmacology, health record content and legal issues; coding, classification, and reimbursement systems; medical insurance and billing; computer training for healthcare; and basic communications skills. Medical coding involves converting into numeric or alpha numeric designations the medical diagnoses and procedures for healthcare services provided to patients. These codes are then used for statistical record keeping, mortality and morbidity reporting, as well as billing for medical services. The coder may work in a variety of facilities including hospitals, physician offices and clinics, long-term care facilities, insurance companies, government agencies, or with home care providers. Those who earn this certificate are encouraged to sit for the American Health Information Management Association (AHIMA) Certificate Coding Associate (CCA) credential and/or the American Academy of Professional Coders (AAPC) Certified Professional Coder (CPC) credential.

FINANCIAL ASSISTANCE

Detailed information on how to apply for financial aid and scholarships may be obtained at www.ctcd.edu/f_aid/intro.cfm. Tuition and fees vary based on residency and military contract or memorandum of understanding. For tuition information concerning campuses outside of Texas, contact your local CTC office or email online.mentors@ctcd.edu.

There are no prerequisites for this program. First semester courses, which are basic Office Technology Department offerings that may be used in other Office Technology degree plans, must be completed before second, third and fourth semester courses. Additionally, courses designated at the 1300 level (such as HITT 1341) must be taken before courses designated at the 2300 level (such as HITT 2335). When possible, all courses should be taken in order.

Medical Coding & Billing (OTMC)

Certificate of Completion • Online Program Only

First Semester		Credit
POFI 1301	Computer Applications I.....	3
HITT 1305	Medical Terminology I.....	3
POFT 1301	Business English.....	3
HITT 1301	Health Data Content & Structure	3
Second Semester		
HITT 1303	Medical Terminology II.....	3
POFM 1302	Medical Software Applications	3
POFM 1327	Medical Insurance.....	3
HITT 1341	Coding & Classification Systems	3
Third Semester		
MDCA 1302	Human Disease/Pathophysiology	3
HITT 1249	Pharmacology.....	2
HITT 2335	Coding & Reimbursement Methodologies.....	3
POFM 2310	Intermediate Medical Coding	3
Fourth Semester		
HITT 2346	Advanced Medical Coding	3
HITT 2166	Practicum/Field Experience.....	1
TOTALS		39

Students: All degree and certificate programs (except Software Application Specialist) include at least one internship or practicum. It is essential that students complete all required courses in the individual program before or concurrently with enrollment in the internship or practicum. In all cases, students must obtain permission from the department before enrolling in an internship.

Central Texas College is a not-for-profit Texas public higher education institution accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates of completion. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Central Texas College.

Central Texas College District is an Affirmative Action/Equal Opportunity Educational Institution. Minorities and females are encouraged to apply.