

**MEDICAL BILLING AND CODING SPECIALIST
Diploma Program
Twelve months, 950 clock hours, 69 quarter credits**

This program is designed to prepare students for entry-level positions in medical billing and coding in the allied health field. Students can accept positions in a medical office, hospital, outpatient, or nursing billing departments.

The program is divided into four quarters during which time the student will take the following subjects:

Course Number	Course Title	Quarter Credits
CT105	Word Processing	3.0
EC102	Communication	5.0
MD101	Medical Terminology I with Anat & Phys ▪	4.0
MD102	Medical Terminology II with Anat & Phys ▪	4.0
MD103	Medical Terminology III with Anat & Phys ▪	4.0
MD104	Medical Computer Applications ▪	3.0
MD105	Medical Documentation ▪	3.0
MD200	Introduction to Pathology ▪	4.0
MD201	Medical Terminology IV with Pharmacology ▪	4.0
MD202	Medical Insurance ▪	4.0
MD203	Medical Coding ▪	4.0
MD205	Medical Office Procedures ▪	3.0
MD208	Medical Coding II ▪	4.0
MD233	Medical Coding III ▪	4.0
MD234	Medical Coding IV ▪	4.0
MD252	Medical Billing and Coding Externship ▪	2.0
OT101	Keyboarding I	3.0
OT102	Keyboarding II	3.0
PD100	Student Success	1.0
PD101	Professional Development I	1.0
PD102	Professional Development II	2.0

▪ Students must earn a grade of C- or better in order to graduate
Upon completion of this program, students are eligible to sit for the National Registry
Certified Coding Specialist examination