



DAVIS COLLEGE

4747 Monroe Street
 Toledo, OH 43623
 419.473.2700
 800.477.7021
 learn@daviscollege.edu
 www.daviscollege.edu

Medical Billing and Coding Associate Degree

The Medical Billing and Coding program prepares the students for employment in medical offices, clinics, medical billing companies, and insurance companies as part of the health care team. Students will be instructed in administrative skills using a practice management program and electronic medical records. Students will analyze medical records, assign codes for procedures, services, and diagnoses for reimbursement purposes.

Upon completion of the Associate of Applied Business degree with a major in Medical Billing and Coding, the Davis College graduate will be prepared to:

Demonstrate knowledge of medical terminology; anatomy and physiology; and diseases, disorders, and diagnoses of the human body.

Demonstrate proficiency in completing claim forms and knowledge of CPT, ICD-10-CM, and knowledge of HCPCS coding.

Perform various administrative responsibilities using a practice management program and electronic health records.

Use oral and written communication skills to interact effectively with patients and coworkers in the health care setting.

Demonstrate professional conduct with patients, coworkers, and other health care professionals.

Develop a professional portfolio.

Meet requirements to take the American Academy of Professional Coders certification examination for Certified Professional Coders (CPC) or National Health Career Associations certification examination for Certified Billing and Coding Specialist (CBCS).

Apply the principles and intentions of the General Education and the Business Core purposes.

Program Outline

Course No.	Course Title	Cr. Hrs.
MED101	Medical Terminology	3
MED112	Medical Law and Ethics	3
MED114*	Basic Billing and Coding	4
MED215	Advanced Billing and Coding	3
MED118*	Anatomy and Physiology A	4
MED119*	Anatomy and Physiology B	4
MED122	Coding and Applications A	3
MED123	Coding and Applications B	3
MED124	Pathophysiology	3
MED132	Electronic Health Records	2
MED134	Practice Management Software	2
MED220	Medical Billing and Coding Capstone	3
MED225	Medical Insurance and Coding Externship	3
ACC101	Accounting Principles I	4
BUS---	Business Elective	1
CAS122	Spreadsheet Applications	3
MGT102	Introduction to Business	5
OAM223	Business Communications	4
COM121	Composition I	5
COM122	Composition II	4
COM202	Interpersonal Communication	4
HUM---	Humanities Elective	3
MTH102	Introductory Algebra I	5
SSC201	Economics	4
SSC---	Social Science Elective	4
IDS110†	Forum on Technology and Resources	4
Total Program Credit Hours		90

*Foundation Courses required as part of the 45 hours completed before Mid-Program Assessment. The student needs to complete the Mid-Program and End-of-Program Assessment. The Student Handbook provides more detail on this process.

†Required before Mid-Program Assessment