



**DAVIS
COLLEGE**

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Medical Billing and Coding Diploma

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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 and electronic medical record program. Students will analyze medical records, assign codes for procedures, services, and diagnoses for reimbursement purposes.

Upon completion of the Diploma 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 insurance claim forms and CPT, ICD-10-CM coding, and knowledge of HCPCS coding.

Perform various administrative responsibilities using a practice management program including 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.

Program Outline

| Course No. | Course Title | Cr. Hrs. |
|-----------------------------------|-----------------------------------|-----------------|
| MED101 | Medical Terminology | 4 |
| MED112 | Medical Law and Ethics | 4 |
| MED114 | Basic Billing and Coding | 4 |
| MED118 | Anatomy and Physiology A | 4 |
| MED119 | Anatomy and Physiology B | 4 |
| MED122 | Coding and Applications A | 4 |
| MED123 | Coding and Applications B | 4 |
| MED124 | Pathophysiology | 4 |
| MED132 | Electronic Health Records | 2 |
| MED134 | Practice Management Software | 3 |
| MED215 | Advanced Billing and Coding | 4 |
| IDS110 | Forum on Technology and Resources | 5 |
| Total Program Credit Hours | | 46 |