

# ADMINISTRATIVE OFFICE TECHNOLOGY, MEDICAL INSURANCE BILLING SPECIALIST - CERTIFICATE



## MIBC

**Knight Campus, Warwick only**

**This program is offered as a daytime program, starting in the fall semester. Students can complete the certificate in as little as two semesters.**

The MIBC program provides students with the knowledge, skills and abilities to code medical documentation using the ICD–CM, AMA–CPT®, and HCPCS II manuals. Students will learn how to prepare medical insurance claim forms for submission to medical insurers and the opportunity to work with an electronic medical record system. Upon completion of the program, students are prepared to take the American Academy of Professional Coders® (AAPC) Certified Professional Coder (CPC)® exam and the National Health Care Association® (NHA) Certified Billing and Coding (CBCS)® and Certified Electronic Health Records Specialist (CEHRS)® exams.

Certificate program credits may be applied toward a General Studies degree (<https://catalog.ccri.edu/programs-study/general-studies/assoc/general-studies-aa/>).

**Note:** Many courses require prerequisites, corequisites, and/or testing. See course descriptions for details (<https://catalog.ccri.edu/course-descriptions/>).

<sup>1</sup> CPT – Current Procedural Terminology – codes used to identify medical services and procedures

<sup>2</sup> ICD-CM – International Classification of Diseases / Clinical Modifications - classify and code all diagnoses, symptoms and procedures recorded in conjunction with hospital care in the United States

for Medicare Medicaid Services (CMS)-1500 form for submission to medical insurance carriers for payment.

### Certificate Requirements

Code	Title	Hours
BIOL 1070	Human Biology <sup>MSCX; Written Communication; Critical Thinking</sup>	3
MEDL 2350	Medical Terminology	3
MEDL 2390	Fundamentals of Medical Coding	4
MEDL 2410	Fundamentals of Medical Insurance Billing and Electronic Medical Records	4
MEDL 2420	Practical Applications in Professional Medical Coding	4
Subtotal		18
<b>Total Hours</b>		<b>18</b>

### Recommended Course Sequence

Course	Title	Hours
<b>Year 1</b>		
<b>Semester 1</b>		
BIOL 1070	Human Biology	3
MEDL 2350	Medical Terminology	3
MEDL 2390	Fundamentals of Medical Coding <sup>1</sup>	4
<b>Hours</b>		<b>10</b>
<b>Semester 2</b>		
MEDL 2410	Fundamentals of Medical Insurance Billing and Electronic Medical Records	4
MEDL 2420	Practical Applications in Professional Medical Coding	4
<b>Hours</b>		<b>8</b>
<b>Total Hours</b>		<b>18</b>

<sup>1</sup> This course is offered in the FALL only.

## Program Learning Outcomes

**Upon completion of this program, a student will be able to:**

1. Employ the appropriate medical term to the basic aspects of human anatomy and related physiological body systems.
2. Assign International Classification of Diseases Clinical Modification (ICD-CM) patient\ndiagnostic codes based on medical provider documentation.
3. Assign patient Current Procedural Terminology (CPT) codes based on medical provider documentation.
4. Demonstrate all appropriate office procedures related to patient records information management, patient scheduling, patient orders, and reports by using Electronic Medical Records (EMR) computer technology.
5. Assign the correct medical code(s) to patient documents provided by the medical provider and will complete the medical billing Centers