

MEDICAL OFFICE: BILLING AND CODING - CERTIFICATE

Overview

See Department website and program contacts here (<https://www.mhcc.edu/education-options/degrees-certificates/medical-office/billing-coding-certificate/index/>)

The **Medical Office Billing and Coding certificate** is designed for students seeking entry-level careers in healthcare billing, coding, and administrative support. The curriculum introduces foundational healthcare reimbursement and coding skills used in medical office and healthcare environments.

Coursework includes topics such as **medical billing procedures, diagnosis and procedural coding, insurance processing, healthcare documentation, and reimbursement systems.** Students develop practical technical skills used to support billing accuracy and healthcare administrative operations.

The Medical Office Billing and Coding certificate is workforce-focused and prepares students for entry-level employment in medical offices, hospitals, clinics, insurance companies, government agencies, and long-term care facilities.

This program can be completed 100% online. Students completing the certificate may return later to continue into the Medical Office Billing and Coding (AAS) degree program.

Students are encouraged to work with an advisor (<https://www.mhcc.edu/student-resources/academic-advising/>) to ensure appropriate course selection and program planning based on their educational background and career goals.

Refer to the tabs above for additional information about:

- **Education Plan** – provides a sample term-by-term sequence of courses
- **Career Info** – includes information on potential occupations, employment trends, and earnings

Program Learning Objectives

At the completion of this program, students should be able to:

- Differentiate the roles of the health care team, elements of successful leadership and problem-solving strategies
- Discuss and use medical terminology
- Discuss verbal and nonverbal communication, including gender differences, cultural awareness and sensitivity and the elements of speaking and listening
- Discuss the knowledge and skills required of a medical billing specialist and medical coder
- Discuss the elements of billing and coding
- Complete a professional résumé
- Explain job searches and correct interview techniques
- Use specialized computer programs (EMR) and the Microsoft Office suite

Education Plan

This sample Education Plan illustrates one possible course sequence. Students should consult an advisor (<https://www.mhcc.edu/student-resources/academic-advising/>) to create a personalized plan.

Note: A minimum grade of “C” is required in all courses.

General education courses (such as math, writing, health, etc.) can be taken during any term, or before starting the program.

First Quarter

Fall		Credits
MO110	Foundational Principles for the Medical Office Team (must be completed before starting third term courses)	3
MO111	Medical Terminology	4
MO140	Understanding Medical Insurance	3
MO230	Medical Coding I: ICD-10-CM	3
BA111	Introduction to Accounting	4
Credits		17

Second Quarter

Winter		
BI121 or BI100	Essentials of Human Anatomy and Physiology I or Survey of Body Systems	4
MO116	Medical Office Procedures	4
MO231	Medical Coding II: Procedural Coding	4
MO240	Medical Office Billing I	3
Credits		15

Third Quarter

Spring		
Select one:		3-4
BI122	Essentials of Human Anatomy and Physiology II (if BI121 was taken)	
Elective, if needed to reach 59 certificate credits		
MO136	Healthcare Documentation	3
MO226	Pharmacology and Disease Processes for Medical Office Occupations	4
MO232	Medical Coding III: Evaluation and Management	3
MO241	Medical Office Billing II	3
MO234	CPC Review	2
Credits		18-19

Fourth Quarter

Summer		
CIS120L	Computer Concepts Lab I	1
WR121Z	Composition I	4
PSY201Z	Introduction to Psychology I	4
HE252 or HPE295	First Aid: Responding to Emergencies or Health and Fitness for Life	3
Credits		12
Total Credits		62-63

Career Information

Explore potential careers related to this program, including typical job roles, employment trends, and projected growth. This information can help you better understand how your education may align with future career opportunities.