

MEDICAL OFFICE SPECIALIST: BILLING AND CODING - AAS DEGREE

Overview

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

The **Medical Office Billing and Coding (AAS) degree** is designed for students seeking careers in healthcare billing, coding, insurance processing, and medical office administration. The curriculum combines healthcare administrative knowledge with coding and reimbursement skills to prepare students for employment in a variety of healthcare settings.

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

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

Students without prior computer experience, or those wishing to strengthen computer skills before beginning the program, are encouraged to enroll in **BCS090 Computer Basics for College Success**, a free course offered through the Learning Success Center.

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 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 coder
- Discuss the knowledge and skills required of a medical biller
- 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.

Medical Office students are required to complete a criminal background check and may be required to provide documentation of immunizations prior to beginning an internship. Please speak to your adviser with immunization-specific questions. **Do not complete a background check** without first consulting with your program adviser. Drug and alcohol screening may be required.

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		Credits
Fall		
BI121 or BI100	Essentials of Human Anatomy and Physiology I ¹ or Survey of Body Systems	4
CIS120L	Computer Concepts Lab I	1
MO110	Foundational Principles for the Medical Office Team (must be completed before starting third term courses)	3
MO111	Medical Terminology	4
MTH065 or MTH058	Beginning Algebra II (or higher) or Quantitative Reasoning I	4-6
Credits		16-18
Second Quarter		
Winter		
CIS125WP	Word Processing	3
COMM115 or COMM218Z	Introduction to Intercultural Communication 🗣️ or Interpersonal Communication	4
MO140	Understanding Medical Insurance	3
Select one:		3-4
BI122	Essentials of Human Anatomy and Physiology II (if BI121 was taken) ¹	
Elective, if needed to reach 90 degree credits		
Credits		13-14
Third Quarter		
Spring		
MO117	Hospital Administrative Procedures	3
MO136	Healthcare Documentation	3
MO141	Patient Advocate for Medical Insurance	3
WR121Z	Composition I	4
Credits		13
Fourth Quarter		
Fall		
HE252 or HPE295	First Aid: Responding to Emergencies or Health and Fitness for Life	3
MO116	Medical Office Procedures	4
MO226	Pharmacology and Disease Processes for Medical Office Occupations	4

M0230	Medical Coding I: ICD-10-CM	3
Credits		14
Fifth Quarter		
Winter		
M0231	Medical Coding II: Procedural Coding	4
M0240	Medical Office Billing I	3
M0250	Medical Law and Ethics	3
PSY201Z	Introduction to Psychology I	4
Credits		14
Sixth Quarter		
Spring		
BA111	Introduction to Accounting	4
M0214	Building a Professional Portfolio	1
M0232	Medical Coding III: Evaluation and Management	3
M0234	CPC Review	2
M0241	Medical Office Billing II	3
Credits		13
Seventh Quarter		
Summer		
WE280MOBD	Coop Ed - Medical Office Billing	4
Elective, if needed to reach 90 degree credits		3
Credits		7
Total Credits		90-93

¹ Students may fulfill the Anatomy & Physiology requirement with any of these 3 options:

1. BI100 Survey of Body Systems , or
2. BI121 Essentials of Human Anatomy and Physiology I and BI122 Essentials of Human Anatomy and Physiology II , or
3. BI231Z Human Anatomy and Physiology I, BI232Z Human Anatomy and Physiology II, and BI232Z Human Anatomy and Physiology II

Please note: Students who choose option 1 may need to take an elective course in order to reach 90 credits.

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.