CERTIFICATE*

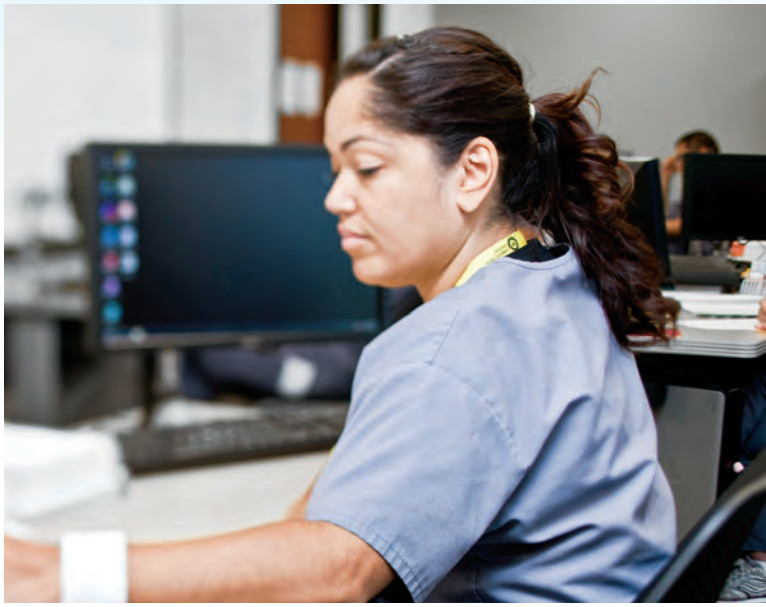
MEDICAL BILLING AND CODING

Put Critical Information At Your Fingertips.

Keeping track of patient medical records is a crucial job; one that medical billing and coding professionals are responsible for. Medical records track data about symptoms, medical histories, X-ray and laboratory test results, diagnoses and treatment. Medical billing and coding professionals make sure this information is entered into computerized record systems. They also work with physicians to ensure accuracy, clarify diagnoses and obtain supplementary information to update patients' files. They also often submit complex insurance documents.

The Carrington College® Medical Billing and Coding program combines theory and hands-on practice. Students learn to prepare health insurance claim forms using medical billing software; in doing so, they acquire a working knowledge of human anatomy and medical terminology, as well as legal, ethical and regulatory standards of medical records management. They also learn to interpret medical records, and to document and code the information for submission to insurance companies. The program culminates in a Certificate of Achievement.

According to the U.S. Bureau of Labor Statistics, employment of Medical Records and Health Information Technicians is expected to grow 22% from 2012-2022.†



Duties May Include:

- Organization and maintenance of patient medical records
- Preparing health care forms
- Document and code information

Possible Employment Opportunities:

- Medical or dental offices
- Clinics
- Independent billing companies

For comprehensive consumer information visit carrington.edu/cc/mbc

CARRINGTON COLLEGE®

877-623-1442
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* Program availability varies by location. Carrington College reserves the right to update information as it becomes available. Information is current at the time of printing. For the most updated information, visit carrington.edu.

† Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook (2014-15 Ed.)

CERTIFICATE - MEDICAL BILLING AND CODING

Student Learning Outcomes

Upon completion of the Medical Billing and Coding program, graduates will be able to:

- Demonstrate the skills and knowledge necessary to perform medical coding, and process medical insurance billing and claims within the health care setting.
- Perform clerical functions and communicate with other professionals, patients and visitors in the health care setting.
- Demonstrate proficiency in critical thinking and information management.

PROGRAM REQUIREMENTS – Mesquite

Medical Billing and Coding Courses		Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
BCC 111	Orientation to United States Health Care Practices	48	48	0	4.5
SS 101	Student Success Strategies	18	6	0	1
BCC 112	Medical Management Processes, Procedures and Codes	48	48	0	4.5
SS 102	Becoming a Successful Student	18	6	0	1
BCC 113	Anatomy, Physiology and Coding of the Urinary, Male and Female Reproductive Systems, and Gastroenterology	48	48	0	4.5
CS 103	From Student to Workplace Professional	24	0	0	1.5
BCC 114	Anatomy, Physiology, and Coding of the Respiratory System, the Cardiovascular System, and the Senses	48	48	0	4.5
CS 104	Job Searches and Winning Resumes	6	18	0	0.5
CS 105	Externships and Interviews	24	0	0	1.5
BCC 115	Anatomy, Physiology, and Coding of the Integumentary, Musculoskeletal and Nervous Systems	48	48	0	4.5
CDV 198.2	Career Development Seminar	30	0	0	2
XTP 200	Externship	0	0	180	4
Total for Certificate		360	270	180	34

This program is offered in a six-week format.

Approximate time to complete certificate program: 36 weeks

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