



Medical Coding and Billing Certificate - 30 credits
Program Area: Administrative Support Careers - Medical (Fall 2019)

*****REMEMBER TO REGISTER EARLY*****

Program Description

The Medical Coding and Billing Certificate program will prepare individuals to understand billing procedures, basic coding, insurance guidelines, medical terminology, and regulatory changes affecting insurance billing and coding.

Program Outcomes

- Receive medical claim forms
- Abstract medical information such as diagnosis, prognosis, and treatment dates from patient records
- Complete common insurance forms
- Follow the basic claims process for medical insurance billing problems
- Trace delinquent claims
- Describe the importance of the confidential nature of medical reports
- Answer inquiries from doctors, patients, and insurance companies

Required Courses

Number	Name	Credits	Term
ADSC 1415	Keyboarding I	3	
ADSC 1610	Medical Office Terminology	3	
ADSC 1611	Medical Office Procedures I	3	
ADSC 1614*	Health Insurance and Billing	3	
ADSC 1618*	CPT Coding	3	
ADSC 1621*	Medical Office Anatomy and Physiology I	3	
ADSC 1612*	Medical Office Procedures II	3	
ADSC 1622*	Medical Office Anatomy and Physiology II	3	
ADSC 1636*	ICD-10-CM	3	
ADSC 1638*	ICD-10-PCS	3	

Total Credits **30**

*Requires a prerequisite or a concurrent course

Pre-program Requirements

Successful entry into this program requires **basic computer skills** and a specific level of skill in the areas of English and reading. Program entry will depend, in part, on meeting the prerequisites listed below:

English/Reading:

- A score of 78 or higher on the reading comprehension portion of the Accuplacer, or
- Completion of ENGL/READ 0950 or 0955 OR equivalent course or higher. ENGL/READ 0955 may be taken concurrently.

For interpretation of test results and selection of appropriate coursework; or general information about the program, admissions, financial aid, and getting started at LSC, contact the [professional advising team](mailto:pat.lsc.edu) (pat.lsc.edu) or 218-733-7601



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For more information about the Medical Coding and Billing Certificate including course descriptions, course prerequisites, the gainful employment disclosure, and potential career opportunities, see [Program Website](https://degrees.lsc.edu/medical-billing/): (https://degrees.lsc.edu/medical-billing/)

- or -

Contact Faculty Advisor, [Barb Struck](mailto:barb.struck@lsc.edu) (barb.struck@lsc.edu) or 218-733-5998



MINNESOTA STATE

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