



Health Insurance and Billing Diploma - 32 credits

Program Area: Administrative Support Careers - Medical (Fall 2016)

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

Program Description

The Health Insurance and Billing Diploma 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
- Manually file claims (using CPT manual)
- Trace delinquent claims
- Appeal denied 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 1425	Calculators/Ten-key	1	
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	
ADSC 1718*	Keyboarding Drills	1	
TOTAL CREDITS		32	

**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 team at pat@lsc.edu or 218-733-7601*

For more information about the Health Insurance 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/>

- or -

Contact Faculty Advisor, Barb Struck: b.struck@lsc.edu or 218-733-5998



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