



## Health Insurance and Billing Diploma - 32 credits

Program Area: Administrative Support Careers - Medical (Fall 2017)

**\*\*\*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 advising team at [pat@lsc.edu](mailto:pat@lsc.edu) or 218-733-7601



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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](mailto:b.struck@lsc.edu) or 218-733-5998

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MINNESOTA STATE

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