

# MEDICAL BILLING AND CODING CERTIFICATE (CPC-A, CPC-H-A, CPC-P-A)

## <sup>1</sup>Short-Term Technical Certificate

Course No	Course Title	Credit Hours	Qtrs Offered	Pre-Requisites
<b>FIRST QUARTER (Fall) 16 credits</b>				
ENG 1090A	English Composition I	4	All	OIS1240A or concurrent or examination
MSC 1010A	Medical Terminology I	4	F, W, Sp	None
MSC 1140A	Medical Insurance & Billing	4	F, Sp	MSC1010A
OIS 1240A	Computer Applications I	4	All	OIS1200A or TST <sup>2</sup>
<b>SECOND QUARTER (Winter) 16 credits</b>				
MSC 1020A	Medical Terminology II	4	All	MSC1010A
MSC 1300A	ICD-9 CM Coding	5	W	MSC1140A
MSC 1100A	Human Diseases	4	W, Sp	MSC1010A
MLT 2620A	Health Care Issues: Medical Professionalism	1	All	None
MSC 1160A	Introduction to Medical Records Management	2	W	None
<b>THIRD QUARTER (Spring) 13 credits</b>				
MSC 1400A	CPT-4 Coding	5	W, Sp	MSC1300A
SCI 1050A	Basic Anatomy	5	Sp	MSC1020A
MLT 2630A	Health Care Issues: Medical Law & Ethics	1	All	None
MSC 1150A	Health Care Reimbursement	2	Sp	MSC1140A
		<b>Credit Hour Total</b>	<b>45</b>	

<sup>1</sup> OBR Operating Manual for Two-Year Colleges, page 392.05.

<sup>2</sup> TST = Technology Skills Test

### Certification

Students who complete MTC's Medical Billing and Coding certificate program are eligible to sit for the certification exam offered by the American Academy of Professional Coders (AAPC, 2480 South 3850 West, Suite B, Salt Lake City, Utah 84120, 800-626-2633, [www.aapc.com](http://www.aapc.com)). Graduates typically pursue either the Certified Professional Coder Apprentice (CPC-A), or Certified Professional Coder-Hospital Apprentice (CPC-H-A), or Certified Professional Coder-Payer Apprentice (CPC-P-A). When the required coding work experience is met, the apprentice may apply for full certification.

### Admission

#### Standard

To apply for acceptance into the Medical Sciences certificate program of Medical Billing and Coding, your application file should contain:

1. MTC Application for Admission and nonrefundable application fee.
2. Final high school transcript (or GED results) and college transcripts (if applicable).
3. Successful completion of the Basic Skills Assessment (COMPASS) in reading, writing, and mathematics (pre-algebra).
4. A minimum 2.5 accumulative grade point average (GPA) in high school or college-level courses (whichever is most recent).
5. Completed Medical Billing and Coding program application.

If required, College foundation courses are available to help you meet any specialized program admission requirements.

A complete listing of all requirements and policies/procedures for the program is available in the *Medical Sciences Student Handbook*.