

# Medical Billing and Coding Specialist - COP

2021-22

## Program map for Medical Billing and Coding Specialist Certificate of Proficiency (COP)

Administrative support professionals are responsible for performing and coordinating a wide range of activities, managing information flow, providing excellent customer service, and operating and maintaining a wide variety of office equipment. Organizations in a wide variety of industries, including the health care field and medical offices, rely on skilled administrative support staff to keep operations running efficiently and effectively.

See also:

- [Degree Requirements for Accounting, Business and Leadership programs](#)
- [Course descriptions in LCC Catalog](#)
- [Distribution lists in LCC Catalog](#)

***Please note that many course sequences only begin in fall quarter. Please check with your program advisor for more information.***

***Please review both the "By Quarter Overview" and "Detailed Class Sequence" tabs below.***

## By Quarter Overview

### First Quarter

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- BUS 100: Foundations of Business Success (3 credits)
- BTEC 104: Introduction to Business Technology (5 credits)
  - *Concurrently w/ BUS 100\**
- BTEC 181: Medical Terminology I (3 credits)
- COLL 101: College Success 101 (2 credits)

*\*Pre- and/or co-requisite(s)*

### Meet with Advisor

### Second Quarter

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- ENGL& 101: English Composition I or BUS 119: Business Communications (5 credits)
  - *ENGL 099 (was ENGL 100) or TECH 105 with a grade of C or better or placement test into ENGL& 101\**
- BUS 104: Business Math (5 credits)
  - *Math 78/79\**
- BTEC 182: Medical Terminology II (3 credits)
  - *BTEC 181 or MEDA 101 each with a grade of C or better\**

*\*Pre- and/or co-requisite(s)*

**Meet with Advisor**

**Third Quarter**

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- BTEC 165: Cultural Awareness for Care Professionals (5 credits)
- BTEC 164: Legal Aspects of Medical Office (2 credits)
- MEDA 120: Survey of Human Anatomy & Physiology (5 credits)
  - ENGL 099 or placement into ENGL 101\*

**Meet with Advisor**

**Fourth Quarter**

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- BTEC 161: Introduction to ICD-10 Coding in the medical Office Part I (5 credits)
  - BTEC 181 and MEDA 120, both with a grade of C or higher or Instructor Permission\*
- BUS 150: Customer Service/Management or BUS 144: Management of Human Relations:DIV (5 credits)
- BTEC 131: Introduction to Spreadsheets (5 credits)
  - BTEC 104 or CS 110, and BUS 104 or MATH 88 or MATH 97, with a C or higher, or instructor permission\*

\*Pre- and/or co-requisite(s)

**Meet with Advisor**

**Fifth Quarter**

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- BTEC 135: Advanced Data Analysis (5 credits)
  - BTEC 131 (was CS 121) with a grade of C or better, or instructor permission\*
- BTEC 162: Intro to ICD-10 Coding in the Medical Office Part II (5 credits)
  - BTEC 161 with a grade of C or better or instructor permission\*

\*Pre- and/or co-requisite(s)

**Meet with Advisor**

**Sixth Quarter**

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- BTEC 163: CPT Coding (5 credits)
  - BTEC 162 with grade C or better or instructor permission\*
- BTEC 294: Career Success (2 credits)
  - Program advisor permission required

\*Pre- and/or co-requisite(s)

**Meet with Advisor**

**Apply for Certificate**

**Detailed Class Sequence**

**1. Foundations of Business Success**

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BUS 100 (3 credits)

## **2. Introduction to Business Technology**

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BTEC 104 (5 credits)

*Pre- and co-requisite(s): Concurrently w/ BUS 100*

## **3. Medical Terminology I**

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BTEC 181 (3 credits)

## **4. College Success 101**

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COLL 101 (2 credits)

## **5. English Composition I OR Business Communications**

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ENGL& 101 OR BUS 119 (5 credits)

*Pre- and/or co-requisite(s): ENGL 099 (was ENGL 100) or TECH 105 with a grade of C or better or placement test into ENGL& 101*

## **6. Business Math**

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BUS 104 (5 credits)

*Pre- and/or co-requisite(s): Math 78/79*

## **7. Medical Terminology II**

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BTEC 182 (3 credits)

## **8. Cultural Awareness for Care Professionals**

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BTEC 165 (5 credits)

## **9. Legal Aspects of Medical Office**

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BTEC 164 (2 credits)

## **10. Survey of Human Anatomy & Physiology**

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MEDA 120 (5 credits)

## **11. Introduction to ICD-10 Coding in the medical Office Part I**

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BTEC 161 (5 credits)

*Pre- and/or co-requisite(s): BTEC 181 and MEDA 120, both with a grade of C or higher or Instructor Permission*

## **12. Customer Service/Management OR Management of Human Relations:DIV**

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BUS 150 OR BUS 144 (5 credits)

## **13. Introduction to Spreadsheets**

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BTEC 131 (5 credits)

*Pre- and/or co-requisite(s): BTEC 104 or CS 110, and BUS 104 or MATH 88 or MATH 97, with a C or higher, or instructor permission*

## **14. Advanced Data Analysis**

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BTEC 135 (5 credits)

*Pre- and/or co-requisite(s): BTEC 131 (was CS 121) with a grade of C or better, or instructor permission*

## **15. Intro to ICD-10 Coding in the Medical Office Part II**

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BTEC 162 (5 credits)

*Pre- and/or co-requisite(s): BTEC 161 with a grade of C or better or instructor permission*

## **16. CPT Coding**

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BTEC 163 (5 credits)

*Pre- and/or co-requisite(s): BTEC 162 with grade C or better or instructor permission*

## **17. Career Success**

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BTEC 294 (2 credits)

*Program advisor permission Required*

## **Program Maps for Accounting, Business and Leadership**

- Accounting Technician - AAS
- Administrative Services Manager - AAS
- Administrative Support - COP
- Business - AA-DTA/MRP
- Business - AA-DTA/MRP (online)
- Business Management - AAS
- Community Health and Wellness Advocate - COC
- General Business - COP
- Medical Billing and Coding Specialist - COP
- Medical Office Administration - AAS

- Medical Reception - COP
- Retail Management - COC