

Medical Billing and Coding Specialist - COP

2022-23

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: (lowercolumbia.edu/programs/business)

- Degree Requirements for Accounting, Business and Leadership programs (lowercolumbia.edu/programs/business)
- Course descriptions in LCC Catalog (lowercolumbia.edu/publications/catalog/courses)
- Distribution lists in LCC Catalog (lowercolumbia.edu/publications/catalog/distribution-lists)

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

- 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 (lowercolumbia.edu/advising/meet-with-advisor)

Second Quarter

- ENGL& 101: English Composition I (5 credits)
 - *College level reading and writing skills or completion of ENGL 099 (was ENGL 100) or TECH 105 with a grade of C or better**
- 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 (lowercolumbia.edu/advising/meet-with-advisor)

Third Quarter

- BTEC 165: Cultural Awareness for Care Professionals (5 credits)
- BTEC 164: Healthcare Law and Ethics (2 credits)
- MEDA 120: Survey of Human Anatomy and Physiology (5 credits)
 - *ENGL 099 or placement into ENGL 101**

Meet with Advisor (lowercolumbia.edu/advising/meet-with-advisor)

Fourth Quarter

- BUS 144: Management of Human Relations OR BUS 150: Customer Service/Management (5 credits)
- 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**
- 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 (lowercolumbia.edu/advising/meet-with-advisor)

Fifth Quarter

- 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 (lowercolumbia.edu/advising/meet-with-advisor)

Sixth Quarter

- 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 (lowercolumbia.edu/advising/meet-with-advisor)

Apply for Certificate (lowercolumbia.edu/graduation)

Detailed Class Sequence

1. Foundations of Business Success

BUS 100 (3 credits)

2. Introduction to Business Technology

BTEC 104 (5 credits)

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

3. Medical Terminology I

BTEC 181 (3 credits)

4. College Success 101

COLL 101 (2 credits)

5. English Composition I

ENGL& 101 (5 credits)

Pre- and/or co-requisite(s): College level reading and writing skills or completion of ENGL 099 (was ENGL 100) or TECH 105 with a grade of C or better

6. Business Math

BUS 104 (5 credits)

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

7. Medical Terminology II

BTEC 182 (3 credits)

8. Cultural Awareness for Care Professionals

BTEC 165 (5 credits)

9. Healthcare Law and Ethics

BTEC 164 (2 credits)

10. Survey of Human Anatomy and Physiology

MEDA 120 (5 credits)

11. Management of Human Relations:DIV or Customer Service/Management

BUS 144 or BUS 150 (5 credits)

12. Introduction to ICD-10 Coding in the medical Office Part I

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

13. Introduction to Spreadsheets

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

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

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

BTEC 163 (5 credits)

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

17. Career Success

BTEC 294 (2 credits)

Pre- and/or co-requisite(s): Program advisor permission required

(lowercolumbia.edu/program-maps/business)

Program Maps for Accounting, Business and Leadership (lowercolumbia.edu/program-maps/business)

- Accounting Technician - AAS (lowercolumbia.edu/program-maps/business/AAS-Accounting-Technician)
- Accounting Technician - AAS-T (BAS-OLTM Option) (lowercolumbia.edu/program-maps/business/AAS-Accounting-Technician-to-BAS-OLTM)

- [Administrative Services Manager - AAS](http://lowercolumbia.edu/program-maps/business/AAS-Administrative-Services-Manager) (lowercolumbia.edu/program-maps/business/AAS-Administrative-Services-Manager)
- [Administrative Services Manager - AAS-T \(BAS-OLTM Option\)](http://lowercolumbia.edu/program-maps/business/AAS-Administrative-Services-Manager-to-BAS-OLTM) (lowercolumbia.edu/program-maps/business/AAS-Administrative-Services-Manager-to-BAS-OLTM)
- [Administrative Support - COP](http://lowercolumbia.edu/program-maps/business/COP-Administrative-Support) (lowercolumbia.edu/program-maps/business/COP-Administrative-Support)
- [Business - AA-DTA/MRP](http://lowercolumbia.edu/program-maps/business/DTA-MRP-Business) (lowercolumbia.edu/program-maps/business/DTA-MRP-Business)
- [Business - AA-DTA/MRP \(online\)](http://lowercolumbia.edu/program-maps/business/DTA-MRP-Business-Online) (lowercolumbia.edu/program-maps/business/DTA-MRP-Business-Online)
- [Business Management - AAS](http://lowercolumbia.edu/program-maps/business/AAS-Business-Management) (lowercolumbia.edu/program-maps/business/AAS-Business-Management)
- [Community Health and Wellness Advocate - COC](http://lowercolumbia.edu/program-maps/business/COC-Community-Health-and-Wellness-Advocate) (lowercolumbia.edu/program-maps/business/COC-Community-Health-and-Wellness-Advocate)
- [General Business - COP](http://lowercolumbia.edu/program-maps/business/COP-General-Business) (lowercolumbia.edu/program-maps/business/COP-General-Business)
- [Medical Billing and Coding Specialist - COP](http://lowercolumbia.edu/program-maps/business/COP-Medical-Billing-and-Coding-Specialist) (lowercolumbia.edu/program-maps/business/COP-Medical-Billing-and-Coding-Specialist)
- [Medical Office Administration - AAS](http://lowercolumbia.edu/program-maps/business/AAS-Medical-Office-Administration) (lowercolumbia.edu/program-maps/business/AAS-Medical-Office-Administration)
- [Medical Office Administration - AAS-T \(BAS-OLTM Option\)](http://lowercolumbia.edu/program-maps/business/AAS-Medical-Office-Administration-to-BAS-OLTM) (lowercolumbia.edu/program-maps/business/AAS-Medical-Office-Administration-to-BAS-OLTM)
- [Medical Reception - COP](http://lowercolumbia.edu/program-maps/business/COP-Medical-Reception) (lowercolumbia.edu/program-maps/business/COP-Medical-Reception)
- [Organizational Leadership and Technical Management, Full-Time Cohort - BAS](http://lowercolumbia.edu/program-maps/business/BAS-OLTM-FT) (lowercolumbia.edu/program-maps/business/BAS-OLTM-FT)
- [Organizational Leadership and Technical Management, Part-Time Cohort - BAS](http://lowercolumbia.edu/program-maps/business/BAS-OLTM-PT) (lowercolumbia.edu/program-maps/business/BAS-OLTM-PT)
- [Retail Management - COC](http://lowercolumbia.edu/program-maps/business/COC-Retail-Management) (lowercolumbia.edu/program-maps/business/COC-Retail-Management)