

# Medical Billing and Coding Specialist - COP



**2023-24**

## 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](https://lowercolumbia.edu/programs/business) )

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

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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 \( lowercolumbia.edu/advising/meet-with-advisor \)](http://lowercolumbia.edu/advising/meet-with-advisor)

## Second Quarter

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- 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)*

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## Third Quarter

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- 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\**

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## Fourth Quarter

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- 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 \( lowercolumbia.edu/advising/meet-with-advisor \)](http://lowercolumbia.edu/advising/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 \( lowercolumbia.edu/advising/meet-with-advisor \)](http://lowercolumbia.edu/advising/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 ( [lowercolumbia.edu/advising/meet-with-advisor](http://lowercolumbia.edu/advising/meet-with-advisor) )**

**Apply for Certificate ( [lowercolumbia.edu/graduation](http://lowercolumbia.edu/graduation) )**

## 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

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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

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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. Healthcare Law and Ethics**

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BTEC 164 (2 credits)

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

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MEDA 120 (5 credits)

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

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BUS 144 or BUS 150 (5 credits)

## **12. 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*

## **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)

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



### Program Maps for Accounting, Business and Leadership ( [lowercolumbia.edu/program-maps/business](http://lowercolumbia.edu/program-maps/business) )

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