Certificate of Proficiency (COP)

Medical Billing & Coding Specialist

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.

For a roadmap that identifies the preferred sequencing of courses and other specific recommendations from faculty, please see the corresponding program map(s):

- Medical Billing & Coding Specialist Certificate of Proficiency (COP) (lowercolumbia.edu/program-maps/business/COP-Medical-Billing-and-Coding-Specialist)

Certificate Requirements

Total credits required to earn this certificate: 73 credits and pass each course listed in program requirements with a C or above

LCC students must meet distribution requirements for associate degrees and specific certificates. See Diversity and Distribution Lists (lowercolumbia.edu/publications/catalog/distribution-lists/) for more information.

General Education Requirements

- **Communications:**

  5 credits - ENGL& 101 English Composition I **OR**
  BUS 119 Business Communications.
- **Quantitative Skills:**

  5 credits – BUS 104 Business Math Applications
- **Human Relations / Social Science::**

  5 credits – BUS 144 Management of Human Relations:DIV **OR**
  BUS 150 Customer Service/Management

Program Requirements

Course Code	Course Title	Number of Credits
BUS 100	Foundations of Business Success	3
BTEC 104	Intro to Business Technology	5
BTEC 131	Intro to Spreadsheets	5
BTEC 135	Advanced Data Analysis	5
BTEC 160	Medical Scribe	3
BTEC 161	Intro to ICD-10 Coding, Part I	5
BTEC 162	Intro to ICD-10 Coding, Part II	5
BTEC 163	CPT Coding	5
BTEC 164	Medical Office Law & Ethics	2
BTEC 165	Cultural Awareness for Care Professionals:DIV	5
BTEC 168	Billing & Coding Exam Certification Preparation	2
BTEC 181 *OR* MEDA 101	Medical Terminology I *OR* Medical Vocabulary I	3
BTEC 182 *OR* MEDA 102	Medical Terminology II *OR* Medical Vocabulary II	3
MEDA 120	Survey of Human A & P	5
BUS 294	Career Success	2

Program Outcomes

Students completing this program should acquire the following skills and abilities:

- Communicate professionally in writing and speaking as appropriate to a business-or business-related work environment (GS Communication)
- Apply objective, valid methods of inquiry and problem solving to draw rational, ethical, and coherent conclusions (GS Critical Thinking)

- Apply mathematical information to perform tasks in business and information technology to work environments (GS Numeracy/Quant. Literacy)
- Interact effectively with individuals and groups (GS Interpersonal Relations)
- Demonstrate proficiency in the use of business equipment, computer software, and technology for medical offices
- Assign ICD codes to diagnoses and procedures
- Assign CPT codes for medical services and procedures
- Create and manage business documents, spreadsheets, and databases
- Demonstrate competency in records management
- Demonstrate proficiency in organizational skills and assigning priority
- Demonstrate ethical decision making

Notes

Revised December 2023 (effective Summer 2024)

Consult an advisor if you have any questions.