



CERT

Office Technology
2022-2023

Medical Billing and Collections Clerk
51 credits

Date of update: 04/22/2022

Program Coordinator/Advisor:

Toni Clough

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Program Prerequisites: See requirements needed for first term classes.

**with a grade of C or better*

Possible Term Plan	Course Number	Course Title	Credits	Terms	Prerequisites/Notes
Term 1	MED 111	Medical Terminology I	3	F,W,Su	None
	MED 220	Medical Office Procedures I	3	F	Prerequisite or Corequisite: MED111
	OA 115	Administrative Office Professional	3	F	None
	OA 116	Records Management	2	F	None
	OA 131	Ten-Key Calculator	1	F	None
	WR 115	Introduction to Expository Writing	4	F,W,S,Su	Prerequisite: WR095* or placement by approved measure AND RD090* or better or placement by approved measure and basic word processing skills

Term 2	CIS 120	Intro to Computer Information Systems	4	F,W,S,Su	None
	MED 112	Medical Terminology II	3	W,S,Su	MED111*
	MED 114	Medical Coding for the Physician's Office	3	W	MED111*
	MED 115	Anatomy & Physiology for Medical Assistants	3	W	MED111*
	MED 221	Medical Office Procedures II	3	W	MED220*
	MED 230	Health Insurance Concepts	3	W	MED111*

Term 3	MED 140	Electronic Health Records	3	S	CIS120 and MED220
	SDP109	Elements of Supervision	3	F,S	None
	MED 231	Health Care Reimbursement and Collections	3	S	MED230
	BA180 OR MED060 OR MTH060	Business Mathematics I OR Math for the Medical Assistant OR Introduction to Algebra	3 OR 3 OR 4	F,W,S (BA180); S (MED060); F,W,S,Su (MTH060)	Prerequisite (BA180): MTH020* or placement test score; None (MED060); Prerequisite: MTH020*placement by approved measure, or instructor permission.
	PSY101 OR SP105 OR SP218 OR SP291	Psychology of Human Relations OR Listening OR Interpersonal Communication OR Group Discussion	3 OR 3 OR 3 OR 3	F,W,S,Su (PSY101); W,S,Su (SP105); W,S (SP218); W,S; (SP219)	None (PSY101); Prerequisite (SP105): WR095* or placement scores of 70 or above in writing; AND RD090* or placement scores of 85 or above in reading; Prerequisite (SP218): WR095* or placement by approved measure; AND RD090* or placement by approved measure; Prerequisite (SP219): WR095* or placement scores of 70 or above in writing; AND RD090* or placement by approved measure
	CWE 161	CWE Seminar I	1	F,S,Su	None

Advising Notes	Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is
	critical to student's selection of courses. Please see an advisor for a degree planning worksheet for this program.
	<i>*a grade of C or better</i>

Required/ Recommended Equipment and Software	Reliable Internet Access
	PC with Microsoft 365 access