

Update #: 36  
Title: Medical Office Coder/Reimbursement Specialist CSC  
Type: PDCCC has removed the "fast track" from this career studies certificate. Course prerequisites for entry to the program have also been removed.  
Effective: January 1, 2017

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## MEDICAL OFFICE CODER/REIMBURSEMENT SPECIALIST

**Program:** Medical Office Coder/Reimbursement Specialist

**Award:** Career Studies Certificate

**Plan Code:** 221-285-90

**Length:** 28 credit hours

This program is designed for both full-time and part-time students. Length may vary.

**Program Head:** Cinda Schmitt

**Purpose:** This program is designed for persons seeking employment in a medical office setting for medical coding and reimbursement.

**Occupational Objectives:** With the Medical Billing and Coding (MBC) program, the student will gain the skills needed to enter one of the fastest-growing fields in allied health as a medical billing specialist, medical coder, or medical office manager.

**Student Learning Outcomes:** Upon successful completion of this program, graduates will be able to code medical diagnoses and complete reimbursement activities correctly. In this program, the student will gain experience working with the main coding manuals in the field, the ICD-9 (10)-CM and the CPT, while the student learns how to code disorders, services, and procedures for all systems of the body. The program also covers the Healthcare Procedural Coding System (HCPCS). In addition, the student will master the legal, ethical, and regulatory concepts that are central to this field, including HIPAA compliance requirements, industry-specific techniques for filing insurance, and diagnostic and procedural coding tasks. Upon completion, the student can then register, prepare for, and take the National Exams for Certified Professional Coder (CPC) and/or Certified Reimbursement Specialist (CRS).

**Admissions Requirements:** Students must meet the general admission requirements established by the College. In addition, entry into the Medical Office Coder/Reimbursement Specialist requires proficiency in reading and mathematics. Students who are not proficient will be advised to take developmental courses offered by the College.

**Special Conditions:** Technologies change rapidly, and courses more than 5 years old at time of graduation are evaluated for relevancy to the certificate.

**Program Requirements:** A minimum grade of a "C" must be earned on all AST, ITE, MDA, HIM, and HLT courses.

<b>Medical Office Coder/Reimbursement Specialist CSC (221-285-90)</b> <i>sample schedule</i>		
<b>Fall</b>		
HLT 143	Medical Terminology I	3
ITE 115	Intro to Computer Applications	3
MDA 208	Medical Coding (1st -8 weeks)	2
HIM 254	Adv. Coding/R. (2nd -8 weeks)	3
MDA 210	Medical Office Software(2nd 8 weeks)	1
	Med. Law and Ethics (1st -8 weeks)	2
	<b>Total Semester Credits</b>	<b>14</b>
<b>Spring</b>		
HLT 144	Med. Term II	3
HIM 110	Intro to Human Pathology	3
AST 205	Business Communications	3
HIM 106	International Classifications of Diseases (1st 8 weeks)	2
MDA 209	Med Office Ins (2nd -8 weeks)	2
HIM 195	E-Health Records (1st 8 weeks)	1
	<b>Total Semester Credits</b>	<b>14</b>
	<b>Total Credits</b>	<b>28</b>

