

MEDICAL CODING AND BILLING (CERTIFICATE OF PROFICIENCY)

(44 credits)

Program Description

As more patient records are stored electronically, there is a growing demand for organized individuals with an eye for detail to ensure the accuracy, completeness, and security of confidential medical information. The backgrounds of medical coding & billing professionals are varied – maybe you want to work in health care, but are not interested in direct patient care. Or, maybe you have worked within the field as a nurse or medical assistant and want to transition into a different role. Many students are going through a life or career change – bringing their experience, attention to detail, customer service, and diligence to a fast-paced administrative career.

After completing the medical coding & billing program, you will be eligible to sit for the American Academy of Professional Coders’ national exam to earn your Certified Professional Coder credential. While many coders work in hospital and office settings, others work from home as remote coders and independent auditors.

The Medical Coding and Billing Program is designed for persons interested in becoming medical coders and billers. Medical coders check medical records and notes to assign codes for illnesses, injuries, procedures, and diagnoses. Medical billers know insurance plans, regulations, and guidelines. Both use this knowledge to assign codes for preparing insurance claims and preparing invoices. They maintain records in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system.

Career Opportunities

Medical coders and billers work in inpatient facilities (hospitals, nursing homes, etc.) and outpatient facilities (clinics, physician offices, ambulatory clinics, etc.). Graduates may also be employed by state or federal health agencies, insurance firms, or pharmaceutical companies.

- Medical Biller and Coder

Outcomes

South Puget Sound Community College believes that all students need to develop a broad range of abilities that will not only make them more effective in their professional pursuits but will enhance their capacity to relate well to others in their daily lives.

Graduates of SPSCC’s Coding and Billing One Year Certificate Program are prepared to use their skills in critical thinking and data analysis as well as their understanding of relationships and responsibilities to:

- Demonstrate competencies as a valuable member of the administrative medical office team by accurately performing coding

- and billing procedures to effectively and efficiently process medical claims
- Demonstrate professional and ethical behaviors within the medical coding and billing work environment
- Communicate effectively and professionally electronically, orally, and in writing with peers, clients, and other health care professionals in a diverse interdisciplinary environment

The SPSCC college-wide abilities are embedded into each program:

- Effective Communication
- Information Literacy
- Analytical Reasoning
- Multicultural Awareness
- Social Responsibility

Courses by Quarter

Students can join the MEDC classes in either fall or winter, but will need to have completed all of the MEDC courses in winter to continue into the MEDC classes for spring.

Courses by Quarter

Code	Title	Credits
Quarter 1		
Transition Studies		
Quarter 2		
MEDC 110	Medical Insurance Billing for the Medical Office	5
MED 103	Medical Terminology I	3
MEDC 130	Electronic Health Records and Data Entry	6
OFTEC 111	Keyboarding (Typing) I	2
Quarter 3		
CCS 101	Pathways to Success	3
MEDC 115	Diagnostic Coding for the Outpatient Coder	5
MEDC 120	CPT Coding for the Outpatient Coder	5
Quarter 4		
MED 104	Medical Terminology II	5
MEDC 211	Advanced Diagnostic & CPT Coding	5
OFTEC 108	Introduction to Microsoft Office	3
MEDC 190 Coop Work Experience ¹		2

¹ Can be taken any quarter

Pathway Maps

South Puget Sound Community College has provided pathways and associated recommended courses for ease of student selection based upon a student’s career interest. Please review the pathway maps for required and recommended courses.

2 Medical Coding and Billing (Certificate of Proficiency)

Medical Coding and Billing
Certificate - DRAFT changes for 2024-2025
44 Credits

Qtr. 1 (summer) (proposed start)	Qtr. 2 (fall)	Qtr. 3 (winter)	Qtr. 4 (spring)
Transition Studies OFTEC 111 <i>Keyboarding (Typing) I</i> (2 cr.) fall, winter, spring	MEDC 110 <i>Medical Insurance Billing for the Medical Office</i> (5 cr.) fall	OFTEC 111 <i>Keyboarding (Typing) II</i> (2 cr.) fall, winter, spring (summer)	
MED 103 <i>Medical Terminology I</i> (3 cr.) Fall (summer)	MED 103 <i>Medical Terminology I</i> (3 cr.) Fall (summer)	MEDC 115 <i>Diagnostic Coding for the Outpatient Coder</i> (5 cr.) winter	MEDC 211 <i>Advanced Diagnostic Coding</i> (5 cr.) spring
CCS 101 <i>College Success</i> (3 cr.) Winter (summer)	MEDC 130 <i>Electronic Health Records and Data Entry</i> (6 cr.) fall	MEDC 120 <i>CPT Coding for the Outpatient Coder</i> (5 cr.) winter	OFTEC 108 <i>Intro to MS Office</i> (3 cr.) Spring (summer)
OFTEC 108 <i>Intro to MS Office</i> (3 cr.) Spring (summer)	CCS 101 <i>College Success</i> (3 cr.) Winter (summer)	MED 104 <i>Medical Terminology II (revamp for Medical Terminology II - Pathology)</i> (5 cr.) Spring (winter)	MEDC 190 <i>Cooperative Work Experience</i> (2 cr.) any quarter

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