
Medical Billing And Coding Specialist Program Courses

MBC 100: Medical Terminology

Anatomy and Physiology will familiarize each student with the structures and functions of the human body, and the special vocabulary used by health professionals to discuss problems of health and disease. Understanding the principles of anatomy and physiology will also help in making important health decisions. Anatomy describes the structures of the body -- their scientific names, composition, location, and associated structures. Anatomy (“a cutting open”) is a plan or map of the body. Physiology studies the function of each structure, individually and in combination with other structures (-ology = “the study of”).

MBC 101: Introduction to Computers I & II

Learn basic parts and function of the computer Learning to utilize email Utilize world wide web researching techniques Opening and creating files Editing word documents Saving documents Open and exit applications Creating essential professional office documents (memos and letters) Creating basic excel spreadsheets. Perform basic calculations. Use built-in spreadsheet functions Edit the contents of a worksheet Print spreadsheets.

MBC 102: Health Insurance I & II

Describe information provided by different insurance identification cards. Understand the differences between participating and nonparticipating providers. Describe the difference between Medicare and Medicaid Discuss and determine the difference between Medicare Parts A, B, C, and D Differentiate between primary and secondary payer. List the eligibility requirements for Medicare and Medicaid. Describe the difference between TRICARE and CHAMPVA. Identify four eligibility requirements each for TRICARE and CHAMPVA. Compare the four categories of state workers’ compensation benefits Describe three classifications of work-related injuries.

MBC 103: Human Relations, Professionalism and Communications

This course will help you master the capabilities demanded in today's tough business environment. You'll learn to strengthen interpersonal relationships, manage stress, and handle fast-changing workplace conditions. You'll be better equipped to perform as a persuasive communicator, problem-solver, and focused leader. And you'll develop a take-charge attitude initiated with confidence and enthusiasm. In short, the course will power you to move far beyond your comfort zone as you stretch for and attain ambitious new goals.

MBC 104: Medical Billing I & II

This course serves as an introduction to current medical software applications. Emphasis is placed on medical accounting records, patient scheduling, patient billing, and maintaining health records on the computer. Students will learn and practice the fundamentals of a computerized accounting system for a medical provider. Success in this course requires a basic level of competency with computers and word processing, spreadsheets, and database (electronic records) concepts.

MBC 105: Medical Coding

This course introduces students to the ICD-9/ ICD-10/CPT codes for diagnoses given for procedures performed in the healthcare environment. Lessons will focus on understanding the format of the ICD-9/ ICD-10/CPT Manual. Students will be able to identify the 3 volumes and master the process of accurately using the manual to code diseases and procedures. The students will be applying the most appropriate diagnosis code with the goal of achieving medical necessity. Students will become familiar with the current ICD-9/ ICD-10/CPT Official Guidelines for Coding and Reporting.

MBC 106: Medical Office Procedures

The front office administrative assistant duties are an important part of making the medical office run smoothly. Areas covered include reception and appointment making, supplying, and caring for the equipment and medical office facility, financial procedures, performing accounts receivable and accounts payable functions; and oral and written communication. Typing, and other applications will be practiced in a simulated medical office environment. Students also prepare for the externship experience.

MBC 107: Medical Terminology

This course introduces students to the spoken, written, and abbreviated world of medical terminology. Students will be instructed in how to decode complex medical words by analyzing their prefixes, suffixes, and root words. Students will practice pronouncing, spelling, and defining medical terms by working individually as well as via classroom exercises. Students will also receive instruction in the structure and workings of the human body.