

Medical Coding Certificate
Medical Billing Specialist Certificate
Medical Billing and Coding
Associate in Technical Arts Degree



PROGRAM DESCRIPTION

Medical coders and billers may work in an office or from home analyzing patient charts to assign universal numeric codes for reporting and billing purposes. Knowledge of health care, disease process, and treatments is used to expertly determine these codes. Also, knowledge of medical insurance and government payer expectations are used for reimbursement. Critical thinking, attention to detail, and accuracy are essential in this field.

PROGRAM INFORMATION AND COSTS

Everett Community College offers a Medical Coding program that is completely online and charges “fees” to students for their classes instead of tuition. This enables students from outside Washington State to complete the online program at a reasonable cost. The Medical Billing Specialist program is also offered online. However, the Medical Billing Specialist program charges “tuition” for each required class. Students who are not Washington State residents may have to pay out-of-state tuition. Information about tuition and fees can be found at <https://www.everettcc.edu/enrollment/tuition/tuition-rates/> and <http://www.everettcc.edu/programs/health-safety/health-sciences/medical-coding/>

Students must earn a C or higher in all required courses; a class earning C- or lower would need to be repeated.

Financial Aid is available for eligible students to assist in meeting the costs of the programs. Students are encouraged to apply for Financial Aid early.

A certificate or degree is awarded once students have completed the required course work with a C or better in each required class and after an application for each certificate or degree is approved by the college.

PROGRAM ADVISORS

Program Advisors are appointed by the Dean of Public Health & Safety. Their contact information is available through the Starfish Advising System.

GETTING STARTED AT EVCC

Enrollment Services provides information about application, orientation and registration for new and continuing students <http://www.everettcc.edu/enrollment/future-students/get-started/>. New students requiring advising should contact a program advisor above or the Advising Center, Rainier Hall, Room 104, 425.388.9339, www.everettcc.edu/advising.

APPLYING FOR GRADUATION

Two quarters before expected completion, the certificate/degree checklist should be submitted with a diploma application to the Enrollment Services Office.

For information about graduation rates, the median debt of students who complete the program, and other important information, please visit the EvCC web site at www.everettcc.edu/gainfulemployment. Everett Community College does not discriminate on the basis of race, color, religious belief, sex, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, genetic information, veteran status, or age in its programs, activities, or employment. The Chief Diversity and Equity Officer has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, or by phone at 425-388-9979. This publication is effective 00-00-0000. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Nothing contained herein shall be construed to create any offer to contract or any contractual rights. For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, www.everettcc.edu

MEDICAL CODING, MEDICAL BILLING SPECIALIST, AND ASSOCIATE IN TECHNICAL ARTS DEGREE CHECKLISTS

Students may take either the Medical Coding or the Medical Billing Specialist Certificate programs as stand-alone programs, or they may take them as part of their ATA in Medical Billing and Coding. Several classes overlap between the two programs, so it is important to note that some classes are offered as self-support and some as state support. For out-of-state students, the state support classes are subject to out-of-state tuition, so you may want to discuss this with Financial Aid or other funding source.

Students must earn a C or higher in all required courses; a class earning a C- or lower would need to be repeated.

MEDICAL CODING CERTIFICATE					
Course	Course Title	Credits	Grade	Quarter	Year
Eng198 or 101	College Writing/English Composition	5			
Math 76 or Bus130	Math Literacy/ Business Math	5			
H150 D	Intercultural Communication in Healthcare (D, R)	5			
MC103	Introduction to the Administrative Medical Office	2			
MC 118	Health Information & Delivery	5			
MC 120	Healthcare Vocabulary	5			
MC 137	Structure & Function of the Human Body	5			
MC143	Pathopharmacology	5			
MC 147	Introduction to Diagnosis Coding	5			
MC 151	Introduction to Procedure Coding	5			
MC 218	Reimbursement & Legal Compliance	5			
MC 247	Advanced Diagnosis Coding	4			
MC 251	Advanced Procedure Coding	4			
MC 280	Professional Practice Experience	5			
	Total credits	65			

MEDICAL BILLING SPECIALIST CERTIFICATE					
Course	Course Title	Credit	Grade	Quarter	Year
<input type="checkbox"/>	Eligibility for MATH 076 or higher				
<input type="checkbox"/>	Completion of CL 101 or waiver by instructor permission (course is a prerequisite to BT180 and BT182)				
MC 103	Introduction to Medical Coding	2			
MC 120	Healthcare Vocabulary	5			
MC 137	Structure and Function of the Human Body	5			
MC 147	Introduction to Diagnosis Coding	5			
BT 181D	Diversity in Law and Ethics for Health Occupations	5			
BT 180	Principles of Medical Insurance	5			
MC 151	Introduction to Procedure Coding	5			
BT 182	Medical Front Office	3			
	Total credits	35			

*Out-of-state tuition applies for all courses not designated "MC" (Medical Coding) for students living out of state.

MEDICAL BILLING AND CODING ATA DEGREE (90 CREDITS)

Course	Course Title	Credit	Grade	Quarter	Year
<input type="checkbox"/> Completion of Medical Coding Certificate (65 credits) <input type="checkbox"/> Completion of Medical Billing Specialist Certificate (35 credits)					
NOTE: 22 credits overlap between these two programs, with a combined total of 78 credits.					
	Total Medical Coding & Medical Billing Specialist	78			
	Electives	12			
	Total Credits	90			

ELECTIVES

Course	Course Title	Credit	Grade	Quarter	Year
Choose from the following list or discuss options with your advisor.					
CL101	Computer Literacy	5			
CL 104	Spreadsheets	2			
ACCT 100	Accounting for Non-Accountants	2			
BT 162	Job Search and Professional Development	5			
BT 219	Word	5			
BT 242	Excel	5			
BUS 154	Human Resources and Supervision	5			
HLTH 208	Healthcare Risk Management & Liability	5			
HLTH 213	Electronic Health Record	2			