

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.

Approved Instructional Council March 2021

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, TitleIXCoordinator@everettcc.edu, or 425-388-9271.

This publication is effective **Fall 2021**. 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 |
| ENGL 098 or ENGL 101 | College Writing or English Composition | 5 | | | |
| MATH 076 or BUS 130 | Math Literacy or 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 (3 credits) | 5 | | | |
| MC 137 | Structure and Function of the Human Body | 5 | | | |
| MC 147 | Introduction to ICD Coding | 5 | | | |
| BT 181D | Diversity in Law and Ethics for Health Occupations | 5 | | | |
| BT 180 | Principles of Medical Insurance | 5 | | | |
| MC 151 | Introduction to CPT 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 87 credits. | | | | | |
| | Total Medical Coding & Medical Billing Specialist | 87 | | | |
| | Electives | 3 | | | |
| | 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 | | | |