



## DIPLOMA IN MEDICAL BILLING AND INSURANCE CODING (DMBIC)

### PROGRAM DESCRIPTION

The goal of the medical billing and insurance program is to provide the student with a thorough understanding of the content of the medical record as well as extensive training in anatomy, physiology, disease processes, and medical terminology. This program will provide the student with the knowledge and understanding to analyze medical records and assign codes to classify diagnoses and procedures while applying the principles of professional and ethical conduct. The program will prepare the student for an entry-level position as a medical coder in a hospital, clinic, physician's office, or other healthcare facility.

### PROGRAM OBJECTIVES

Upon completion of this program students should be able to:

1. Demonstrate ability to use knowledge attained to create clerical documents used in medical facilities.
2. Read and understand medical documentation, identify diagnoses and procedures, and ensure that documentation supports the diagnosis and procedures performed.
3. Apply knowledge of medical terminology, disease process, anatomy and physiology, and pharmacology to analyze medical records and assign codes.
4. Apply knowledge of ICD and CPT format, instructional notations, conventions, and inpatient and outpatient guidelines to assign codes and classify diagnoses and procedures.
5. Apply knowledge of payor billing and reimbursement, the prospective payment system, and fraud and abuse issues.
6. Select appropriate diagnosis and procedure codes for billing purposes.

### POTENTIAL JOB POSITION TITLES

Potential entry-level job position titles include: medical coding specialist, health information specialist, abstractor, and medical clerk.

### PROGRAM LENGTH

The average length of time for a student taking a full course load is 3 semesters.

### PROGRAM CONTENT

A minimum of 47 semester credit hours is required for graduation.

### REQUIRED COURSES

All courses, 45 semester credit hours, are required.

Course Number	Course Name	Prerequisite	Credit Hours
HC 115	Medical Terminology for Healthcare Professionals	None	2.0
IS 102	Computers and Application Software	None	4.0
MC 171	Basic Diagnosis Coding	HC 115, MO 150, MO 150L, SC 245 and SC 245L	3.0
MC 172	Basic Procedure Coding	HC 115, MO 150, MO 150L, SC 245 and SC 245L	3.0
MC 173	Intermediate Diagnosis Coding	MC 171	3.0
MC 174	Intermediate Procedure Coding	MC 172	3.0
MC 207	Program Review	All didactic course work with a program GPA of 2.0	2.0

Course Number	Course Name	Prerequisite	Credit Hours
MC 294	Internship	All didactic coursework with a program GPA of 2.0 and PD 212	4.0
MO 110	Keyboarding	None	1.0
MO 113	Medical Business Operations	None	3.0
MO 129	Medical Office Procedures	None	3.0
MO 150	Pathophysiology and Pharmacology	HC 115; Corequisites MO 150L, SC 245 and SC 245L	2.0
MO 150L	Pathophysiology and Pharmacology Lab	HI 115; Corequisites MO 150, SC 245 and SC 245L	1.0
MO 161	Medical Billing and Insurance Procedures	None	3.0
SC 145	Anatomy and Physiology I	Corequisite SC 145L	3.0
SC 145L	Anatomy and Physiology I Lab	Corequisite SC 145	1.0
SC 245	Anatomy and Physiology II	SC 145 and SC 145L; Corequisite SC 245L	3.0
SC 245L	Anatomy and Physiology II Lab	SC 145 and SC 145L; Corequisite SC 245	1.0

#### PERSONAL DEVELOPMENT COURSES

A minimum of 2 semester credit hours is required in addition to PD 212.

Course Number	Course Name	Prerequisite	Credit Hours
PD 120	Personal Financial Management	None	1.0
PD 155	Customer Services	None	1.0
PD 200	Career Development Seminar	None	1.0
PD 212	MBIC Internship Preparation	None	0.0

Distribution of Clock Hours by Course					
Course or Category	Lecture	Lab	Internship/Externship	Total Clock Hours	Credits
HC 115	30.0			30.0	2.0
IS 102	60.0			60.0	4.0
MC 171	45.0			45.0	3.0
MC 172	45.0			45.0	3.0
MC 173	45.0			45.0	3.0
MC 174	45.0			45.0	3.0
MC 207	30.0			30.0	2.0
MC 294			180.0	180.0	4.0
MO 110		30.0		30.0	1.0
MO 113	45.0			45.0	3.0
MO 129	45.0			45.0	3.0
MO 150	30.0			30.0	2.0
MO 150L		30.0		30.0	1.0

<b>Distribution of Clock Hours by Course</b>					
<b>Course or Category</b>	<b>Lecture</b>	<b>Lab</b>	<b>Internship/Externship</b>	<b>Total Clock Hours</b>	<b>Credits</b>
MO 161	45.0			45.0	3.0
SC 145	45.0			45.0	3.0
SC 145L		30.0		30.0	1.0
SC 245	45.0			45.0	3.0
SC 245L		30.0		30.0	1.0
Personal Development	30.0			30.0	2.0
<b>Totals</b>	<b>585.0</b>	<b>120.0</b>	<b>180.0</b>	<b>885.0</b>	<b>47.0</b>

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at <http://www.herzing.edu/academics/medical-billing-and-insurance-coding>.