

## ASSOCIATE OF SCIENCE/APPLIED SCIENCE IN INSURANCE BILLING AND CODING SPECIALIST (ASIBCS/AASIBCS)

(Please see the *Undergraduate Program Offerings by Campus* chart in the catalog for a list of Herzing campuses offering this program.)

### PROGRAM DESCRIPTION

The goal of this 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, the 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 biller and/or medical coder in a hospital, clinic, physician's office, or other healthcare facility.

### PROGRAM OUTCOMES

Upon completion of their program, the student should be able to:

1. Analyze medical documentation for appropriate codes using terminology, disease process, anatomy and physiology and pharmacology.
2. Employ appropriate coding format and guidelines to assign diagnosis codes.
3. Employ appropriate coding format and guidelines to assign procedure codes.
4. Apply medical billing and reimbursement methodology.

### POTENTIAL OCCUPATIONAL TITLES

Potential occupational titles for this program include, but are not limited to, medical records, medical billers, medical secretaries, and coding specialists.

### PROGRAM CONTENT

A minimum of 61.00 semester credit hours is required for graduation.

### REQUIRED COURSES

All courses, 27.00 semester credit hours, are required.

Course Number	Course Name	Prerequisites/Corequisites	Semester Credit Hours
HC 115	Medical Terminology for Healthcare Professionals	None	2.00
MC 208	Program Review	Final semester and PGPA of 2.00	1.00
MC 271	Diagnosis Coding I	(HC 115 or HI 221), MO 150, MO 150L, and Anatomy and Physiology With Lab	3.00
MC 272	Procedure Coding I	(HC 115 or HI 221), MO 150, MO 150L, and Anatomy and Physiology With Lab	3.00
MC 273	Diagnosis Coding II	MC 271	3.00
MC 274	Procedure Coding II	MC 272	3.00
MO 110	Keyboarding	None	1.00
MO 150	Pathophysiology and Pharmacology	HC 115 or HI 221/Corequisite MO 150L	2.00
MO 150L	Pathophysiology and Pharmacology Lab	HC 115 or HI 221/Corequisite MO 150	1.00
MO 205	Insurance Claims, Processing and Adjudication	None	3.00
MO 211	Healthcare Systems and Operations	None	3.00
MO 216	Ethics and Health Information Management	None	2.00

## REQUIRED INTERNSHIP OR RESEARCH PROJECT

4.00 semester credit hours are required.

Course Number	Course Name	Prerequisites/Corequisites	Semester Credit Hours
MC 291	Insurance Billing and Coding Case Study Research Project	All Didactic Work, Final Term of Study, PGPA 2.00.	4.00
**MC 294 *	Insurance Billing and Coding Internship	All Didactic Work, Final Term of Study, and PGPA of 2.00.	4.00

\* Online students in some states may not be allowed to take this internship due to state restrictions.

\*\* Enrollment in a student readiness training is required four terms prior to internship course. Successful completion of training is required prior to internship course enrollment.

## GENERAL EDUCATION REQUIREMENTS

Students enrolled in this associate's degree must complete a minimum of 28.00 semester credit hours in general education distributed among the following disciplines. Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements. \*

8.00 Semester Credit Hours in Anatomy and Physiology With Lab

3.00 Semester Credit Hours in Computer Applications ♦ ■

3.00 Semester Credit Hours in English Composition

3.00 Semester Credit Hours in Humanities With a Critical Thinking Focus \*\* ♦

1.00 Semester Credit Hours in Information Literacy

4.00 Semester Credit Hours in Mathematics (College Algebra or Above)

3.00 Semester Credit Hours in Social or Behavioral Science

3.00 Semester Credit Hours in Speech

■ Students in the ASIBCS/AASIBCS program must take MO 111 Computer Software Applications in Healthcare to fulfill this general education requirement.

\* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 28.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

\*\* A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

♦ The state of Minnesota requires a minimum of 20.00 semester credit hours of general education for associate's degrees, not counting computer applications. However, all Herzing University students in the AASIBCS program must complete a minimum of 28.00 semester credit hours in general education, including computer applications, to complete the requirement for graduation from this associate's degree program. Minnesota students must complete at least 2.00 semester credit hours of general education in the humanities.

## PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

2.00 semester credit hours are required.

Course Number	Course Name	Prerequisites/Corequisites	Semester Credit Hours
PD 121	Professional Development I	None	1.00
PD 202	Professional Development II	None	1.00

Distribution of Contact Hours by Course					
Course or Category	Lecture	Lab	Internship	Total Contact Hours	Credits
HC 115	30.00			30.00	2.00
MC 208	15.00			15.00	1.00
MC 271	45.00			45.00	3.00
MC 272	45.00			45.00	3.00
MC 273	45.00			45.00	3.00
MC 274	45.00			45.00	3.00
MC 291 ▲	60.00 ▲			60.00 ▲	4.00
MC 294 ▲			180.00 ▲	180.00 ▲	
MO 110		30.00		30.00	1.00
MO 150	30.00			30.00	2.00
MO 150L		30.00		30.00	1.00
MO205	45.00			45.00	3.00
MO 211	45.00			45.00	3.00
MO 216	30.00			30.00	2.00
Anatomy and Physiology With Lab	90.00	60.00		150.00	8.00
Computer Applications	30.00	30.00		60.00	3.00
English Composition or Literature	45.00			45.00	3.00
Humanities With a Critical Thinking Focus	45.00			45.00	3.00
Information Literacy	15.00			15.00	1.00
Mathematics (College Algebra or Above)	60.00			60.00	4.00
Personal/Professional Development	30.00			30.00	2.00
Social or Behavioral Science	45.00			45.00	3.00
Speech	45.00			45.00	3.00
<b>Totals for Students Taking MC 291 ▲</b>	<b>840.00</b>	<b>150.00</b>		<b>990.00</b>	<b>61.00</b>
<b>Totals for Students Taking MC 294 ▲</b>	<b>780.00</b>	<b>150.00</b>	<b>180.00</b>	<b>1,110.00</b>	<b>61.00</b>