

DIPLOMA IN INSURANCE BILLING AND CODING SPECIALIST (DIBCS)

(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 diploma 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 biller and/or medical coder in a hospital, clinic, physician's office, or other healthcare facility.

PROGRAM OUTCOMES

Upon completion of this 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 44.00 semester credit hours is required for graduation.

REQUIRED COURSES

All courses, 30.00 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 111	Computer Software Applications in Healthcare	MO 110	3.00
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

Course Number	Course Name	Prerequisites/Corequisites	Semester Credit Hours
MO 216	Ethics and Health Information Management	None	2.00

REQUIRED ANATOMY AND PHYSIOLOGY WITH LAB

8.00 semester credit hours are required.

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.

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 111	30.00	30.00		60.00	3.00
MO 150	30.00			30.00	2.00
MO 150L		30.00		30.00	1.00
MO 205	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

Distribution of Contact Hours by Course					
Course or Category	Lecture	Lab	Internship	Total Contact Hours	Credits
Personal/Professional Development	30.00			30.00	2.00
Totals for Students Taking MC 291 ▲	585.00	150.00		735.00	44.00
Totals for Students Taking MC 294 ▲	525.00	150.00	180.00	855.00	44.00