



Medical Coding & Billing Specialist Professional Certificate Program

The Medical Coding & Billing program is designed for individuals interested in professional positions as medical coders in medical facilities or who wish to open a small business in the field. Participants complete a series of required courses and any necessary computer courses. Participants may choose to complete additional electives in order to increase versatility and job options. Participants are encouraged to seek internships or work experience while completing coursework to further opportunities. Individuals who wish to open a small business are encouraged to also seek training and assistance from the Small Business Development Center.

Upon successful completion of the coursework, participants are qualified for entry-level employment in hospitals, clinics and physician's offices. This program also prepares participants for the Certified Professional Coder (CPC) exam. Upon successful completion of the coursework and two years of internship or work experience in the field, participants are qualified to sit for the certification exam. For additional information regarding certification, participants should contact the American Academy of Professional Coders at www.aapc.com.

Required Courses

COMM 3100 Effective Business Communication I

6 hours/0.6 CEUs/\$150

Learn the essential elements of writing business letters, including good news, bad news and persuasive letters. Learn to edit your documents for clarity and conciseness. Develop your verbal communication skills by learning key strategies for communicating in today's fast-paced corporate environment.

Prerequisites: Basic computer skills are needed to complete lab exercises.

HLTH 3325* Medical Terminology I

24 hours/2.4 CEUs/\$250

Learn to pronounce, write, define and use medical terms properly. Participants gain knowledge of medical terminology and abbreviations through a systems approach, focusing on the integumentary, skeletal, muscular, nervous and cardiovascular systems.

Note: Because the courses concentrate on different systems of the body, levels I and II can be interchanged in order.

HLTH 3330* Medical Terminology II

24 hours/2.4 CEUs/\$250

Learn to pronounce, write, define and use medical terms properly. Participants gain knowledge of medical terminology and abbreviations through a systems approach, focusing on the lymphatic, immune, respiratory, digestive, urinary, endocrine and reproductive systems.

Note: Because the courses concentrate on different systems of the body, levels I and II can be interchanged in order.

HLTH 3400* Medical Office Procedures I

24 hours/2.4 CEUs/\$250

Prepare for a professional medical office position by learning telephone skills, appointment scheduling, patient reception and registration, and proper management of health care information.

Prerequisites: Basic computer skills are needed to complete lab exercises.

HLTH 3405* Medical Office Procedures II

24 hours/2.4 CEUs/\$250

Prepare for a professional medical office position by learning advanced business operations, bookkeeping and payroll, and billing and insurance practices in the medical field.

Prerequisites: Successful completion of HLTH 3400.

HLTH 3450* Medical Coding & Billing I

24 hours/2.4 CEUs/\$250

Prepare for a career as a coding and billing specialist by learning the fundamentals of health insurance coverage, the insurance claim cycle and coding diagnosis and procedures. Participants gain hands-on practice in coding insurance claims.

HLTH 3455* Medical Coding & Billing II

24 hours/2.4 CEUs/\$250

Prepare for a career as a coding and billing specialist by learning claim requirements of private insurance, managed care and government insurance programs. Participants continue hands-on practice in coding insurance claims.

Prerequisites: Successful completion of HLTH 3450.

HLTH 3460* Medical Coding and Billing III

24 hours/2.4 CEUs/\$250

Advanced preparation for a career as a coding and billing specialist to include intensive practice of diagnostic and procedural coding for the evaluation and management, anesthesia and surgical domains of the CPT.

Prerequisites: Successful completion of HLTH 3455.

HLTH 3465* Medical Coding & Billing IV

24hours/2.4CEUs/\$250

Advanced preparation for a career as a coding and billing specialist to include intensive practice of diagnostic and procedural coding for the radiology, pathology/laboratory and medical domains of the CPT.

Prerequisites: Successful completion of HLTH 3460.

Visit our website at <http://workforce.tncc.edu/continuingeducation/classregistration.php> or call (757) 825-2937 or 825-2935 for information on how to register

Course schedule is located on our website. Check current schedule of classes for exact course offerings and explanation of administrative policies, including refund policy.

*College credit may be available for successful completion of these courses. See TNCC advanced standing guide for details.

HLTH 3475 Medical Coding & Billing Exam Prep

9 hours/0.9 CEUs/\$150

This workshop assists participants in preparing for the Certified Billing & Coding Specialist exam. Participants complete mock exams to determine areas of strength and weakness and develop an individualized study plan.

Computer Courses

Participants are assumed to have basic computer skills prior to entering many courses. Those who do not meet these requirements will need to complete prerequisite courses identified in course descriptions. See schedule of classes.

Optional Courses

Participants may select one or more allied health or computer courses to further enhance skills and knowledge.

COMM 3105 Effective Business Communication II

6 hours/0.6 CEUs/\$150

Continue to enhance your written communication skills by practicing email format and etiquette, preparing memos and learning the steps to writing business reports and proposals. Refine your verbal communication skills through role playing small group interactions to include the difficult coworker and the problem employee. Learn effective ways to facilitate meetings and prepare for presentations.

Prerequisites: Successful completion of COMM 3100.

COMM 3200 Healthcare Communication

12 hours/1.2 CEUs/\$150

Learn the essential elements of written and oral communication in healthcare settings. Discussion of appropriate terminology, patient confidentiality, cultural and other influences on healthcare decisions, verbalizing pain, body language and etiquette are included. Participants will role-play to gain confidence in communication skills.

HLTH 3300* Human Anatomy & Physiology I

24 hours/2.4 CEUs/\$250

Study the human body through a systems approach, focusing on the integumentary, skeletal, muscular, nervous and cardiovascular systems.

Note: Because the courses concentrate on different systems of the body, levels I and II can be interchanged in order.

HLTH 3305* Human Anatomy & Physiology II

24 hours/2.4 CEUs/\$250

Study the human body through a systems approach, focusing on the lymphatic, immune, respiratory, digestive, urinary, endocrine and reproductive systems.

Note: Because the courses concentrate on different systems of the body, levels I and II can be interchanged in order.

ITEC 3400 Word I

16 hours/1.6 CEUs/\$275

Use word processing software to create and edit documents and tables, and format text and paragraphs.

Prerequisites: Successful completion of ITEC 3150 or challenge exam.

ITEC 3405 Word II

16 hours/1.6 CEUs/\$275

Use word processing software to add illustrations and graphics, create a web page, customize documents with styles and templates, merge documents, sort tables and data, and import items from other office software and the Internet.

Prerequisites: Successful completion of ITEC 3400 or challenge exam.

ITEC 3500 Excel I

16 hours/1.6 CEUs/\$275

Use spreadsheet software to build, edit and format worksheets, develop charts, and work with formulas and functions.

Prerequisites: Successful completion of ITEC 3150 or challenge exam.

ITEC 3505 Excel II

16 hours/1.6 CEUs/\$275

Use spreadsheet software to manage workbooks, process macros, sort and analyze data, and enhance charts.

Prerequisites: Successful completion of ITEC 3500 or challenge exam.



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