Medical Billing and Coding
Certificate of Completion
38 Credit Hours

The Medical Billing and Coding: Physician-Based program is designed to prepare individuals for revenue cycle management positions in the physician office.

Responsibilities of a medical biller and coder may include:

- Ensures appropriate and timely reimbursement by processing daily charges and remittances
- Submits and addresses medical claim rejections and errors
- Maintains current working knowledge of ICD-10-CM and CPT/HCPCS coding principles, guidelines, and regulations

Certified billers and coders are in demand. Although certification is provided by professional organizations unrelated to this program, this curriculum will provide the strong theoretical foundation needed for selected credentialing examinations. Entry level salaries vary depending on qualifications and prior health-related experience.

PHOENIX COLLEGE

A **MARICOPA** COMMUNITY COLLEGE

The HIM Program at Phoenix College

Phoenix College currently offers the following degree and certificate programs in Health Information Management:

- Health Information Technology Associate of Applied Science (AAS) Degree
- Health Information: Long Term Care Settings Certificate of Completion (CCL)
- Medical Coding: Hospital-Based Certificate of Completion (CCL)
- Medical Billing and Coding: Physician-Based Certificate of Completion (CCL)

For information about the HIM program, please contact:

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Medical Billing and Coding Program Overview

The Certificate of Completion (CCL) in Medical Billing and Coding: Physician-Based program is designed to prepare individuals for entry-level medical billing and coding positions in ambulatory care treatment centers such as clinics, physician practices, managed care organizations, private billing services, and insurance companies. The program includes a professional practice affiliation in an area health care setting and is designed to provide the foundation needed for ambulatory-based entry-level coding certification examinations.

The program is offered in a combination of evening, hybrid, and online classes, and ambulatory health care settings.

Many of the certificate program courses are part of the AAS degree program in Health Information Technology. Starting with a certificate program could give you a feel for the profession while earning credits that transfer to the degree program.

Medical Billing and Coding Program Objectives

Demonstrate professional and ethical behavior, and cultural competency skills according to ambulatory care professional practice standards.

Apply critical thinking skills to decision-making processes in accordance with ambulatory care standards and best practices.

Apply legal and ethical concepts and principles applicable to ambulatory care setting regulations and guidelines.

Use health information technologies commonly used in ambulatory care settings.

Apply anatomy and physiology, pathophysiology, pharmacology, and medical terminology concepts in the ambulatory care coding function.

Apply clinical nomenclatures, vocabularies, classification systems, revenue cycle management processes, and coding compliance concepts according to ambulatory care standards.

Medical Billing and Coding Program Curriculum

- BIO156/181 Introductory Biology for Allied Health/General Biology I 4
- BIO201 Human Anatomy and Physiology I 4
- BIO202 Human Anatomy and Physiology II 4
- BPC110 Computer Usage and Applications 3
- HCC130 Fundamentals in Health Care Delivery 3
- HCC145 Medical Terminology for Health Care Professionals 3
- HIM105 Computers in Healthcare and Health Record Systems 2
- HIM180 Introduction to Medical Billing and Reimbursement 2
- HIM181 Medical Claims Processing 3
- HIM200 Human Pathophysiology and Pharmacology for HIM 3
- HIM208 ICD-CM Diagnostic Coding 2
- HIM213 CPT and HCPCS Coding 3
- HIM215 Medical Coding Billing and Coding Seminar 1
- HIM216 Professional Practice in Medical and Coding 1