

Medical Coding and Billing Specialist

Career Studies Certificate (C.S.C.)

Purpose

The Billing and Coding (BC) certificate program prepares individuals for a position in a medical office setting. Students are prepared to complete insurance and billing forms for patients and insurance companies. Upon completion of the program, students are eligible to take the National Center Competency Test (NCCT) for certification. Note: Admission to the program requires a criminal background check.

Program Requirements and Special Conditions

General Information

Information packets containing the necessary documents for application may be requested from the college. Admissions Office at 757.789.1731 (toll-free 877.871.8455).

The deadline for applying to the program for the class beginning in August is May 1st depending upon the number of applicants, only selected applicants, based on fulfillment of prerequisite requirements and date of application (if necessary), will be admitted. All transcripts must be received before May 1st. Students must contact the Admissions Office to set up placement test(s). 757- 789-1720.

Introduction to Billing and Coding Program

Insurance and Coding Specialists provide medical billing and coding services to physician's offices and medical specialty practices for health care providers to be paid for services rendered. Insurance and Coding Specialists prepare and submit claims to insurance companies and prepare and send statements to patients. Insurance and Coding Specialists must be knowledgeable and possess skills in the areas of medical terminology, anatomy & physiology, diagnostic and procedural coding, insurance claims processing, and medical billing procedures (NCCT, 2017).

Students will rotate through an internship. Clinical affiliates for Billing and Coding will include nursing homes, rehabilitation, the hospital, and physician's offices. Upon completion of the program students are eligible to take the National Center Competency Test (NCCT) for certification as a Billing and Coder.

Program Admission Requirements

Prospective students must:

1. Complete application to Eastern Shore Community College (ESCC).
2. Have High School diploma transcript or GED certification sent to ESCC Registrar office.
3. Complete placement testing and master placement MTE 1-4 or completion of appropriate developmental math courses;
4. Achieve placement to ENG 111 or completion of appropriate developmental English courses;
5. Evidence of typing skills and speed that meets AST 80 guidelines. If the student is unable to master the skill set, AST 101 must be taken.
6. Complete criminal background check and no evidence of criminal history or pending actions.
7. Be eligible for employment with the Riverside Health System and Eastern Shore Rural Health entities.
8. Students are responsible for their own transportation to off-campus facilities for clinical experiences.
9. Students must receive a grade of "C" or better in all core courses to remain in the BC program.
10. Students must maintain an overall grade point average of 2.0 or better.

Additional Continuation Requirements following admission to the program: These requirements must be fulfilled prior to the start of the second semester or entry into the clinical internship: (Students must be current, certified and or maintain standards through the end of the program for all of the continuation requirements.);

1. Students are responsible for costs necessary for program completion such as required testing fees, liability insurance, uniforms, stethoscopes, BC pins and graduation uniform, books, criminal history and sex offender crimes against minors background checks.
2. Purchase of ESCC approved Student Uniform lab coat.
3. Completion of a physical examination, two step PPD (or chest x-ray if already PPD positive). Immunizations must be up to date including tetanus, MMR or positive titers, varicella or positive titers, Hepatitis B series or positive titer, tetanus, and current flu vaccine. This will depend on location of internship and is based on the agency's policy.
4. Potential for random drug screening.
5. Appropriate professional and social media use as defined by the college or syllabus.
6. Participation in community based activities that support student development.

Program Learning Outcomes

Students will:

- Apply Billing and Coding skills related to ICD-10, HCPCS, and CPT.
- Apply insurance skills and knowledge related to payment and billing procedures.
- Apply the principles of law and ethics in performing office operations.
- Appropriately apply medical terminology in the workplace.

Program Curriculum and Suggested Sequence of Courses

Program Curriculum	Credits	Course Options
ITE 115 Introduction to Computer Applications and Concepts	3	
Total Credits	3	
Core Curriculum	Credits	Course Options
MDA 196 Onsite Training (Internship)	2	
MDA 101 Medical Assisting Science I	5	
MDA 208 Medical Office Coding	2	
MDA 209 Medical Office Insurance	2	
Total Credits	11	
Total Credits for Program	14	

Notes and Additional Curriculum Options

Certifications: Following completion of the program, students are eligible to sit for National Certification through National Center Competency Test (NCCT).

1. Students must complete the program within 3 years to be eligible for national certification.
2. There is a limited time for the student to test for national certification following graduation.
3. Students must apply and send all information to National Center Competency Test (NCCT) in order to sit for examination.
4. NCCT information regarding testing and fees can be found at <https://www.ncctinc.com/>
5. Part-time students should consult their faculty advisors regarding appropriate course sequences.

For additional information on this program, please contact Elizabeth Perry at 757.789.1787.