

## **Medical Billing/Coding Certificate Suggested Course Schedule**

The certificate can be completed in three semesters. MOT courses are not available summer semester. All non-MOT courses are offered all semesters-as indicated. Most courses require CCR 092 or CCR 094 and BIO 106 requires MAT 050 as a prerequisite.

### **First Semester**

### **Course Credits**

HPR 178 Medical Terminology (SP, SU, FA)	2
MOT 110 Medical Office Administration-recommended, optional	4
MOT 120 Medical Office Financial Management	3
MOT 130 Insurance and Billing	3
BIO 106 Basic Anatomy and Physiology (SP, SU, FA)	<u>4</u>
	<b>12-16</b>

### **Second Semester**

CIS 118 Introduction to PC Applications (SP, SU, FA)	3
HPR 106 Law and Ethics (SP, SU, FA)	2
MOT 131 Advanced Billing and Coding (SP, SU)	<u>3</u>
	<b>8</b>

### **Third Semester**

MOT 184 Medical Billing and Coding Internship (SP, SU, FA)	<u>3</u>
Certificate Program	<b>27</b>