



# BUSINESS AND OFFICE TECHNOLOGIES: MEDICAL INSURANCE BILLING

The Medical Insurance Billing Certificate offers a study of the medical front office, including office procedures, medical law and ethics, scheduling appointments and surgeries, billing and collection, records management, and physical coding for insurance billing.

<b>Requirements for the Medical Insurance Billing Certificate: (L329)</b>		<b>GRADE</b>	<b>IP</b>	<b>NEED</b>	<b>UNITS</b>
BIOI 30	Beginning Medical Terminology				3
BIOI 424	Anatomy and Physiology				3
BUSOT 40B	Computer Keyboarding: Speed and Accuracy Development				3
BUSOT 60A	Microsoft Office Word-Specialist				3
BUSOT 475	Medical Office Procedures				3
BUSOTMD 410	Basic CPT4 Coding				3
BUSOTMD 420	Basic ICD-9 CM Coding				3
BUSOTMD 430	Intermediate Level ICD-9 CM/CPT4 Coding				3
BUSOTMD 440	Medical Billing, Reimbursement and Compliance				3

Student Name: \_\_\_\_\_

ID #: \_\_\_\_\_

Date: \_\_\_\_\_

Counselor: \_\_\_\_\_

<b>Plus 3 units from the following:</b>		<b>GRADE</b>	<b>IP</b>	<b>NEED</b>	<b>UNITS</b>
BUSOT 50	Filing and Records Management				3
BUSOT 61	Microsoft Office PowerPoint				1.5
BUSOT 62	Microsoft Office Outlook				1.5
BUSOT 63A	Microsoft Office Excel- Specialist (or BUSOT 63, Microsoft Office Excel- Comprehensive, 3)				1.5
BUSOT 64A	Microsoft Office Access-Specialist				1.5
BUSOT 452	Office Financial Recordkeeping				3
BUSOT 455	Fundamentals of English for Business				3
BUSOT 471	Administrative Office Management				3
BUSOT 496ABCD	Internships in Business and Office Technologies (only one unit will be applied to the certificate)				1

<b>COUNSELOR NOTES:</b>

**Plus a minimum keyboarding speed of 35 wam for five minutes verified by the Business and Office Technologies Department Proficiency Certificate.**

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All courses required for a certificate must be completed with a minimum grade of C.