

## MEDICAL INSURANCE CODER/BILLER – ASSOCIATE (MICB.AAS)

The Medical Insurance Coder/Biller associates program prepares the student to work in a medical office, clinic, surgical center, emergency center, or hospital. Emphasis is placed on: interpersonal, written and oral communication; business math; medical terminology; use of computers; medical financial management, disease conditions, diagnostic and procedure coding and billing. On-the-job experience is provided in a 150-hour non-paid externship.

Minimum credits: .....	67
Minimum cumulative GPA: .....	2.0
Minimum grade in all courses: .....	2.0
Minimum grades in ACC 216, MOA 241, MOA 242, MIC 101, MIC 150, MIC 201, MIC 211 and CIS 101: .....	2.5
Minimum JCC credits: .....	12
MACRAO agreement: .....	No

### GENERAL EDUCATION REQUIREMENTS – (23 credits)

#### ADO 1: Write clearly, concisely and intelligibly (3 credits)

**Take the following:**

ENG 131 Writing Experience

#### ADO 2: Speak clearly, concisely and intelligibly (3 credits)

**Choose one of the following:**

COM 231 Communication Fundamentals  
or COM 240 Interpersonal Communication

#### ADO 3: Demonstrate computational skills and mathematical reasoning (3-5 credits)

**Take the following:**

MTH 120 Beginning Algebra or higher

#### ADO 4: Demonstrate scientific reasoning (4 credits)

**Choose one of the following:**

BIO 110 Introductory Biology  
BIO 131 General Biology  
BIO 132 Human Biology  
BIO 155 Human Anatomy & Physiology  
BIO 253 Human Anatomy and Physiology I  
BIO 254 Human Anatomy and Physiology II

#### ADO 5: Understand human behavior and social systems, the principles which govern them, and their implications for the presents and future (4 credits)

**Take the following:**

PYS 140 Introduction to Psychology

#### ADO 6: Understand aesthetic experience and artistic creativity (3 credits)

**Choose one of the following:**

ART 111 Art History: Prehistoric to 1400  
ART 112 Art History: Renaissance to Present  
ENG 210 Introduction to Film  
ENG 246 Short Story & Novel  
ENG 247 Poetry & Drama  
ENG 252 Shakespeare  
ENG 254 Children's Literature  
ENG 255 American Literature – 19th Century  
ENG 256 American Literature – 20th Century

HUM 131 Cultural Connections  
MUS 131 Understanding Music  
THR 116 Introduction to Theatre

**ADO 7: Think critically**  
**Program courses meet this requirement**

**ADO 8: Make responsible decisions in personal and professional contexts**  
**(3 credits)**

**Take the following:**  
PHL 236 Ethics

**ADO 9: Work productively with others, recognizing individual contributions to group success**  
**Program courses meet this requirement**

**ADO 10: Understand and respect the diversity and interdependence of the world's peoples and cultures**  
**Program courses meet this requirement**

**MEDICAL INSURANCE CODER/BILLER RELATED REQUIREMENTS - (13 credits)**

**Take the following:**

CIS 101 Introduction to Computer Systems  
LPN 141 Body Structure & Function  
or MOA 141 Body Structure & Function  
MOA 120 Medical Terminology  
NUR 121 Pharmacology

**MEDICAL INSURANCE CODER/BILLER CORE REQUIREMENTS – (31 credits)**

**Take the following:**

ACC 216 Financial Accounting Concepts  
BUA120 Human Relations in Business  
MOA 112 Insurance Reports, Law & Ethics  
MOA 241 Medical Records  
MOA 242 Advanced Medical Billing  
MIC 101 Basic Coding  
MIC 150 CPT Coding  
MIC 201 Billing Systems  
MIC 211 Advanced Coding  
MIC 245 Internship/ Externship\*

***\*Program coordinator approval needed to register for MIC 245. Student must validate 2.5 or better in ACC 216, MOA 241, MOA 242, MIC 101, MIC 150 MIC 201, MIC 211 and CIS 101 for entrance into this course.***

## **MEDICAL INSURANCE CODER/BILLER – CERTIFICATE (MICB.CERT)**

The Medical Insurance Coder/Biller associates program prepares the student to work in a medical office, clinic, surgical center, emergency center, or hospital. Emphasis is placed on: interpersonal, written and oral communication; business math; medical terminology; use of computers; medical financial management, disease conditions, diagnostic and procedure coding and billing.

Minimum credits: ..... 47  
Minimum cumulative GPA: ..... 2.0  
Minimum grade in all courses: ..... 2.0  
Minimum grades in ACC 216, MOA 241, MOA 242, MIC 101,  
MIC 150, MIC 201, and CIS 101: ..... 2.5  
Minimum JCC credits: ..... 12  
MACRAO agreement: ..... No

### **GENERAL EDUCATION REQUIREMENTS - (9 credits)**

ENG 131 Writing Experience  
COM 231 Communication Fundamentals  
    or COM 240 Interpersonal Communication  
MTH 120 Beginning Algebra

### **MEDICAL INSURANCE CODER/BILLER RELATED REQUIREMENTS - (13 credits)**

#### **Take the following:**

CIS 101 Introduction to Computer Systems  
LPN 141 Body Structure & Function  
    or MOA 141 Body Structure & Function  
MOA 120 Medical Terminology  
NUR 121 Pharmacology

### **MEDICAL INSURANCE CODER/BILLER CORE REQUIREMENTS – (25 credits)**

#### **Take the following:**

ACC 216 Financial Accounting Concepts  
BUA120 Human Relations in Business  
MOA 112 Insurance Reports, Law & Ethics  
MOA 241 Medical Records  
MOA 242 Advanced Medical Billing  
MIC 101 Basic Coding  
MIC 150 CPT Coding  
MIC 201 Billing Systems