

## **BAT - MB21: Medical Billing Clerk TCC (replaces 5DO1: Medical Billing Clerk in the Quarter System)**

The Medical Billing Clerk certificate program provides instruction in medical insurance and medical billing for reimbursement purposes.

### **Career Opportunities**

Graduates may find employment in providers' offices, hospitals, health insurance companies, home health agencies, and independent billing centers.

**Credit Required for Completion: Minimum of 20 credit hours**

### **Curriculum**

	<b>Program Course</b>	<b>Credits</b>
	<i>Occupational Courses</i>	
_____	ALHS 1011      Anatomy and Physiology	5
_____	ALHS 1090      Medical Terminology for Allied Health Sciences	2
_____	BUSN 1440      Document Production	4
	*Prerequisite is BUS 1100 or ability to key at least 30 words per minute. See Admissions Office for testing.	
_____	BUSN 2370      Medical Office Billing/Coding/Insurance	3
_____	COMP 1000      Introduction to Computers	3
	<i>Occupational Electives Courses (5 credits from the list below)</i>	
_____	BUSN 1100      Introduction to Keyboarding	3
_____	BUSN 1300      Introduction to Business	3
_____	BUSN 2340      Medical Administrative Procedures	4
_____	BUSN 2350      Computerized Medical Office Skills	2