

MEDICAL BILLING AND CODING



About This Program

Carrington's Medical Billing and Coding certificate program prepares students for entry-level employment in a medical or dental office, clinic or by independent billing companies. Instruction combines theory and practice to meet the competencies needed to be a medical biller and coder. Students learn to prepare various health claim forms using medical billing software. In doing so, they acquire a working knowledge of human anatomy and medical terminology, as well as comprehension of the legal, ethical and regulatory standards of medical records management. Students learn to accurately interpret medical records, including diagnoses and procedures of health care providers, as well as to document and code the information for submission to insurance companies.

Blended Online

Blended Online delivery includes regularly scheduled classes that are offered via online delivery. Students participate in a live class, as if it were an in-person class. Blended Online delivery also includes coursework that is not time specific, with on-demand videos, reading assignments and virtual activities that are self-paced with scheduled deliverables. Students will be required to attend an onsite externship.

Careers in Medical Billing and Coding

The medical billing and coding field employs professionals who are responsible for the organization and accurate maintenance of patient medical records. Graduates may find employment as Medical Secretaries and Administrative Assistants, Medical Records Specialists, Bill and Account Collectors, and General Office Clerks. Carrington's Medical Billing and Coding certificate program prepares students for entry-level employment in a variety of health care environments.

Knowledge and Skills

Upon completion of the Medical Billing and Coding program, graduates will be able to:

- Prioritize the skills and knowledge necessary to perform medical coding and insurance billing and claims.
- Explain information to patients and healthcare professionals related to medical billing and coding.
- Demonstrate ethical behavior consistent with state and federal laws and regulations related to privacy and safe practices.

*Your path
to better!*

Technical Coursework

Instruction combines theory and practice to meet competencies needed to be a medical biller and coder. Students learn to accurately interpret medical records, including diagnoses and procedures of health care providers, as well as to document and code the information for submission to insurance companies. For the final phase of the program, students participate in a 180 hour externship.

Carrington's academic catalog, available at carrington.edu/catalog, provides the most current and detailed program information, including admission and graduation requirements.

The program
culminates in
a Certificate of
Achievement.



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Blended Online: (Certificate conferred from the Sacramento campus and Spokane campus)

Home Campus services delivered from: Albuquerque, Boise, Glendale Learning Center, Las Vegas, Mesa, Phoenix, Pleasant Hill, Portland, Reno, Sacramento, San Jose, San Leandro, Spokane, Stockton, and Tucson

Medical Billing and Coding Blended Online Certificate Requirements

TECHNICAL COURSES		LECTURE HOURS	LAB HOURS	CLINICAL HOURS	SEMESTER CREDIT HOURS
MBC10.H	Medical Billing and Coding Theory 1	54	0	0	3.5
MBC101	Applications 1	23	31	0	2.5
MBC20.H	Medical Billing and Coding Theory 2	54	0	0	3.5
MBC102	Applications 2	23	31	0	2.5
MBC30.H	Medical Billing and Coding Theory 3	54	0	0	3.5
MBC103	Applications 3	23	31	0	2.5
MBC40.H	Medical Billing and Coding Theory 4	54	0	0	3.5
MBC104	Applications 4	23	31	0	2.5
MBC50.H	Medical Billing and Coding Theory 5	54	0	0	3.5
MBC105	Applications 5	23	31	0	2.5
MBC501	Externship	0	0	180	4
CDV198.2 ¹	Career Development Seminar	30	0	0	2
TOTAL FOR CERTIFICATE		415	155	180	36²

¹Online general education course, ²750 Contact hours

Approximate time to complete certificate program: 36 weeks (not including breaks)

Accreditation and Disclosures

Carrington College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC/WASC), 428 J Street, Suite 400, Sacramento, CA 95814, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

Additional information about accreditation, including the filing of complaints against member institutions, can be found at accjc.org.

For comprehensive information on Carrington's accreditation and approvals, visit carrington.edu/accreditation. Visit carrington.edu/sci for important information on program outcomes.

Program availability varies by location. Carrington College reserves the right to update information as it becomes available. For the most updated information, visit carrington.edu.