MEDICAL BILLING AND CODING

CARRINGTON COLLEGE

About This Program

Carrington College's Medical Billing and Coding programs prepare 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 healthcare providers, as well as to document and code the information for submission to insurance companies.

Online Certificate and Degree

This program is offered online and culminates in a Certificate of Achievement or an Associate of Science Degree. All courses in this program are offered in an online format, except the in-person externship that is completed at an approved healthcare setting. Graduates of the Medical Billing and Coding program are eligible to sit for the National Healthcareer Association (NHA) Certified Billing and Coding Specialist (CBCS) exam*.

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. These files track data about patients' symptoms, medical history, x-ray and laboratory test results, diagnoses, and healthcare-related treatment. Medical billing and coding professionals ensure that this information is entered into computerized medical record systems. Additionally, medical billing and coding professionals must regularly communicate with physicians to ensure accuracy, clarify diagnoses, and obtain supplementary information to update patients' files. They are often also responsible for the timely and accurate submission of complex insurance documents.

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.

Accreditation and Disclosures

Carrington College is accredited by the Accrediting Commission for Community and Junior Colleges, 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 College'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.**

*Carrington College prepares students to take appropriate certificate and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

VISIT CARRINGTON.EDU

MEDICAL BILLING AND CODING

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Online Division: Certificate conferred from the Sacramento campus and Spokane campus

Medical Billing and Coding Online Certificate Requirements

TECHNICAL COURSES		LECTURE HOURS	LAB HOURS	CLINICAL HOURS	SEMESTER CREDIT HOURS
MBC10.5	Medical Billing and Coding Theory 1	45	0	0	3
MBC101.5	Applications 1	0	60	0	2
MBC20.5	Medical Billing and Coding Theory 2	45	0	0	3
MBC102.5	Applications 2	0	60	0	2
MBC30.5	Medical Billing and Coding Theory 3	45	0	0	3
MBC103.5	Applications 3	0	60	0	2
MBC40.5	Medical Billing and Coding Theory 4	45	0	0	3
MBC104.5	Applications 4	0	90	0	3
MBC50.5	Medical Billing and Coding Theory 5	45	0	0	3
MBC105.5	Applications 5	0	90	0	3
MBC501[1]	Externship	0	0	180	4
RCM101	Revenue Cycle Management	30	0	0	2
SPH205.5	Interpersonal Communication	45	0	0	3
TOTAL FOR CERTIFICATE		**300**	**360**	**180**	**36[2]**

[1]Online general education course, [2]840 Contact hours

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

Online Division: Degree conferred from the Sacramento campus

Medical Billing and Coding Online Degree Requirements

GENERAL EDUCATION AND TECHNICAL COURSES		LECTURE HOURS	LAB HOURS	CLINICAL HOURS	SEMESTER CREDIT HOURS
MBC10.5	Medical Billing and Coding Theory 1	45	0	0	3
MBC101.5	Applications 1	0	60	0	2
MBC20.5	Medical Billing and Coding Theory 2	45	0	0	3
MBC102.5	Applications 2	0	60	0	2
MBC30.5	Medical Billing and Coding Theory 3	45	0	0	3
MBC103.5	Applications 3	0	60	0	2
MBC40.5	Medical Billing and Coding Theory 4	45	0	0	3
MBC104.5	Applications 4	0	90	0	3
MBC50.5	Medical Billing and Coding Theory 5	45	0	0	3
MBC105.5	Applications 5	0	90	0	3
MBC501[3]	Externship	0	0	180	4
RCM101	Revenue Cycle Management	30	0	0	2
SPH205.5	Interpersonal Communication	45	0	0	3
ENG101.5	English Writing and Composition	45	0	0	3
MAT101.5	Principles of Mathematics	45	0	0	3
NUT200.5	Principles of Nutrition	45	0	0	3
PSY101.5	Introduction to Psychology	45	0	0	3
SOC101.5	Introduction to Sociology	45	0	0	3
ENG151.5	Technical Writing	45	0	0	3
HUM250.5	Introduction to Humanities	45	0	0	3
SCI210.5	Environmental Science	45	0	0	3
TOTAL FOR DEGREE		**660**	**360**	**180**	**60**

[3]Field experience in a healthcare setting

Approximate time to complete certificate program: 61 weeks (not including breaks)