

Medical Billing and Coding

SACRAMENTO CAMPUS
CERTIFICATE OF ACHIEVEMENT/
ASSOCIATE OF SCIENCE DEGREE

About The Campus

Carrington College's Sacramento campus is located on a seven-acre site and occupies 41,000 square feet of space in two buildings. The campus includes classrooms with ceiling-mounted LCD projectors; a Student Success Center equipped with reference materials, textbooks and journals; student computers; a learning laboratory with tutoring services; and a four-bed simulation laboratory.

The Carrington library website offers online resources and professional organization information. The facilities also include a dental hygiene clinic, dental assisting laboratories, a radiography laboratory, computer laboratories, nursing laboratory, a professional veterinary technology surgery suite, a pharmacy technology lecture classroom with a simulated retail environment. The campus also features a student break room.

About This Program

Carrington's Medical Billing and Coding certificate and degree-completion 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 health care providers, as well as to document and code the information for submission to insurance companies.

This program culminates in a Certificate of Achievement, or an Associate of Science degree.

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 billers, medical insurance specialists, medical secretaries, and medical records and health information technicians. Carrington's Medical Billing and Coding certificate and degree-completion programs prepare students for entry-level employment in a variety of health care environments such as:

- Medical offices
- Independent billing companies
- Dental offices
- Clinics
- Private and governmental facilities
- State and local public health departments

Knowledge and Skills

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

- Demonstrate the skills and knowledge necessary to perform medical coding and process medical insurance billing and claims within the health care setting.
- Perform clerical functions and communicate with other professionals, patients and visitors in the health care setting.
- Demonstrate the ability to apply critical thinking, work collaboratively, communicate clearly and act professionally.

General Education Coursework

Students in our complete certificate programs complete technical coursework and participate in a career development seminar.

In Carrington College's degree programs, students also complete a broad base of general education course offerings focusing on:

- English writing and composition
- Computer literacy
- Mathematics
- Science
- Social sciences



Visit [Carrington.edu](https://www.carrington.edu) or call:
916-585-7770

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Medical Billing and Coding Campus-Based and Online Certificate Program Courses

The Online program conferred out of the Sacramento campus
is only available to students enrolled within the State of California)

Technical Courses		Lecture Hours	Lab Hours	Practical Hours	Semester Credit Hours
MBC 10	Medical Billing and Coding Theory 1	54	0	0	3.5
MBC 101	Applications 1	23	31	0	2.5
MBC 20	Medical Billing and Coding Theory 2	54	0	0	3.5
MBC 102	Applications 2	23	31	0	2.5
MBC 30	Medical Billing and Coding Theory 3	54	0	0	3.5
MBC 103	Applications 3	23	31	0	2.5
MBC 40	Medical Billing and Coding Theory 4	54	0	0	3.5
MBC 104	Applications 4	23	31	0	2.5
MBC 50	Medical Billing and Coding Theory 5	54	0	0	3.5
MBC 105	Applications 5	23	31	0	2.5
MBC 501	Externship (campus-based program only)	0	0	180	4
MBC 502	Capstone Project – Medical Billing and Coding (online program only)	45	30	0	4
CDV 198.2 ¹	Career Development Seminar	30	0	0	2
Total for Campus-Based Certificate		415	155	180	36²
Total for Online Certificate		460	185	0	36³

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

¹Online general education course ²750 Contact hours for campus-based program ³645 contact hours for online program

Medical Billing and Coding Blended Certificate Program Courses

Technical Courses		Lecture Hours	Lab Hours	Practical Hours	Semester Credit Hours
MBC 10.H ⁴	Medical Billing and Coding Theory 1	54	0	0	3.5
MBC 101	Applications 1	23	31	0	2.5
MBC 20.H ⁴	Medical Billing and Coding Theory 2	54	0	0	3.5
MBC 102	Applications 2	23	31	0	2.5
MBC 30. H ⁴	Medical Billing and Coding Theory 3	54	0	0	3.5
MBC 103	Applications 3	23	31	0	2.5
MBC 40 H ⁴	Medical Billing and Coding Theory 4	54	0	0	3.5
MBC 104	Applications 4	23	31	0	2.5
MBC 50. H ⁴	Medical Billing and Coding Theory 5	54	0	0	3.5
MBC 105	Applications 5	23	31	0	2.5
MBC 501	Externship	0	0	180	4
CDV 198.2 ⁵	Career Development Seminar	30	0	0	2
Total for Certificate		415	155	180	36⁶

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

⁴Blended course ⁵Online general education course ⁶750 Contact hours

Medical Billing and Coding Associate of Science Degree Program Requirements

Graduates of the Certificate of Achievement program within the State of California are eligible to complete the Associate of Science degree program via the online degree-completion option shown below.

Online General Education Courses		Lecture Hours	Lab Hours	Practical Hours	Semester Credit Hours
ENG 101	English Writing and Composition	45	0	0	3
MAT 101	Principles of Mathematics	45	0	0	3
MAT 151	College Algebra	45	0	0	3
HUM 250	Introduction to Humanities	45	0	0	3
PSY 101	Introduction to Psychology	45	0	0	3
SOC 101	Introduction to Sociology	45	0	0	3
SCI 210	Environmental Science	45	0	0	3
CLT 100	Computer Literacy	45	0	0	3
Total for General Education Degree-Completion Courses		360	0	0	24
Total from campus-based or blended certificate		415	155	180	36
Total for Degree		775	155	180	60

Degree-completion program length: 30 weeks (not including breaks);

Combined certificate and degree-completion option length: 66 weeks (not including breaks).

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 campus-based and blended programs, students participate in a 180- hour externship; online students engage in a capstone project.

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

Accreditation & Disclosures

Carrington College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC/WASC), 10 Commercial Blvd., Suite 204, Novato, CA 94949, 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/student-consumer-info/ 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.

Sacramento Campus

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