

MEDICAL BILLING, BASIC CERTIFICATE



College(s): MX

Program Code: 0395

The Basic Certificate in Medical Billing is designed to provide students with the suitable education and hands-on skills necessary for entry-level positions as medical insurance billers for offices, clinics, billing services, and other facilities. Students will develop application skills for a variety of classification systems to code for reimbursement, databases and registries, and the maintenance of patients' medical and treatment histories. Students learn how to accurately process health insurance claims with an emphasis on all aspects of medical insurance including: plan options, payer requirements, state and federal regulations, abstracting of source documents, the accurate completion of claims, along with the coding of diagnoses and procedures/services. In addition, students acquire knowledge about major insurance programs, the healthcare delivery system in the United States, and federal healthcare legislation. The content of this program also includes the study of origin and purpose, along with content, order, analysis, use of medical records, methods of retrieving, numbering, and the retention of health information. The focus of the program is on correlating health information with billing procedures in different healthcare settings. After the completion of the Medical Billing Basic Certificate the students can seamlessly transfer all of their credits earned in the Medical Billing program and have an opportunity to continue their education in the Medical Coding Advanced Certificate program.

For more information on the Medical Billing program at Malcolm X College, visit the program website (<https://www.ccc.edu/colleges/malcolm-x/departments/Pages/Medical-Billing.aspx>).

Program Requirements

Code	Title	Hours
Required Program Core		
HIT 101	Foundations of HIT	3

HIT 102	Medical Billing	4
HIT 103	Basic ICD-10-CM/PCS Coding	3
HIT 104	Basic CPT Coding	3
HIT 110	Medical Terms for HIT Professionals	3
Total Hours		16

Pathway

This is an **example course sequence** for students interested in earning a degree in Health Information Technology. It does not represent a contract, nor does it guarantee course availability. If this pathway is followed as outlined, you will earn a Basic Certificate (BC) in Medical Billing.

Semester-by-Semester Program Plan for Full-Time Students

All plans can be modified to fit the needs of part-time students by adding more semesters.

Course	Title	Hours
Semester 1		
HIT 110	Medical Terms for HIT Professionals	3
Hours		3
Semester 2		
HIT 101	Foundations of HIT (HD)	3
HIT 102	Medical Billing	4
HIT 103	Basic ICD-10-CM/PCS Coding	3
HIT 104	Basic CPT Coding	3
Hours		13
Total Hours		16

Choose your courses with your College Advisor.