

CERTIFICATE: MEDICAL BILLING & CODING

Division: Business, Behavioral/Social Sciences, Public & Human Services
CLA-201 (914) 606-6963

Curriculum
Code: 0549
22 Credits

Curriculum Chair

Professor Janet Ranucci

CLA-48

Telephone: (914) 606-6661

Reviewed By: _____

Date: _____

Approved By Chairperson/Dean:

Course #	FALL SEMESTER I	Credits	✓
NHSCI 101	Medical Terminology	4	
OFTEC 230C	Medical Office Administration	3	

Course #	SPRING SEMESTER I	Credits	✓
OFTEC 119	Medical Coding ICD9	3	
OFTEC 235A	Medical Billing and Information Management	3	
OFTEC *	Elective- _____	3	

Course #	FALL SEMESTER II	Credits	✓
OFTEC 121	Medical Coding CPT4	3	
OFTEC 217	Business Communications	3	

NOTES:

Business Communication and OFTEC elective can be taken in any semester. Students with previous college credit in computer/information technology or business communications may be eligible for transfer credit.

*For the OFTEC elective, choose among the following: OFTEC 110, 212A, 213A, 122, and 140. Confer with Curriculum Chair to choose appropriate course.

** College level writing skills needed to be successful in OFTEC 217. If unsure of skills, consult a counselor or the curriculum chairperson.

The following are evening only courses:

Medical Office Administration (Fall)

Medical Coding ICD9

Medical Coding CPT4

Medical Billing and Information Management (Spring)

Medical Terminology is the prerequisite for Medical Coding ICD9

Medical Coding ICD9 is the prerequisite for Medical Coding CPT4