

# CERTIFICATE: MEDICAL BILLING & CODING

Division: Business, Behavioral/Social Sciences, Public & Human Services  
CLA-201 (914) 606-6795

22 Credits

## Curriculum Chair

Professor Janet Ranucci

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Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_

Approved By Chairperson/Dean: \_\_\_\_\_

| Course #  | SEMESTER I                    | Credits | ✓ |
|-----------|-------------------------------|---------|---|
| NHSCI 101 | Medical Terminology           | 4       |   |
| MBC 120   | Medical Office Administration | 3       |   |
|           |                               |         |   |

| Course # | SEMESTER II                              | Credits | ✓ |
|----------|--|---------|---|
| MBC 210  | Medical Coding ICD10                     | 3       |   |
| MBC 160  | Medical Billing & Information Management | 3       |   |
| OFTEC *  | Elective- _____                          | 3       |   |

| Course #  | SEMESTER III              | Credits | ✓ |
|-----------|---------------------------|---------|---|
| MBC 220   | Medical Coding CPT4       | 3       |   |
| OFTEC 240 | Business Communications** | 3       |   |

## NOTES:

Business Communication and the 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, 120, 210, 220, and 230. Confer with Curriculum Chair to choose appropriate course.

\*\* College level writing skills needed to be successful in OFTEC 240. If unsure of skills, consult a counselor or the curriculum chairperson.

The following are evening only courses:

MBC 120-Medical Office Administration

MBC 210-Medical Coding ICD10

MBC 220-Medical Coding CPT4

MBC 160-Medical Billing & Information Management

NHSCI 101-Medical Terminology is the prerequisite for MBC 210-Medical Coding ICD10

MBC 210-Medical Coding ICD10 is the prerequisite for MBC 220-Medical Coding CPT4

**THIS CERTIFICATE CAN BE COMPLETED IN ONE YEAR, ONLY IF IT IS STARTED IN THE SUMMER WITH MEDICAL TERMINOLOGY ONLINE.**