

# Certificate: Medical Billing & Coding

Curriculum Chair: Professor Janet Ranucci

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ADVISOR NAME:

## Developmental Courses as required based on placement scores

<input type="checkbox"/>	<b>No Developmental Courses Required</b>
<input type="checkbox"/>	<b>ENG 91</b> Writing for College 1 – Score of 4 E Code 1 and below
<input type="checkbox"/>	<b>ENG 92</b> Writing for College 2 – Score of 6 E Code 2
<input type="checkbox"/>	<b>ESL 94</b> Academic Writing 1 – Score of 5 or 6 E Code 6
<input type="checkbox"/>	<b>ESL 122</b> Academic Writing 2 (3 credits) – Score of 7 E Code 7
<input type="checkbox"/>	<b>MATH 92</b> Pre-Algebra – Arithmetic score 44 and below, Elementary Algebra 54 and below
<input type="checkbox"/>	<b>MATH 93</b> Beginning Algebra – Arithmetic score 45 and above, Elementary Algebra 54 and below <b>OR</b> <b>MATH 94</b> Math Literacy – Arithmetic score 45 and above, Elementary Algebra 54 and below
<input type="checkbox"/>	<b>READ 93</b> Foundation of College Reading – Score of 57 and below
<input type="checkbox"/>	<b>READ 105</b> Analytical Reading (3 credits) – Score of 58 and higher

## Program of Study

<input type="checkbox"/>	<b>NHSCI 101</b> – Medical Terminology Choose an item.
<input type="checkbox"/>	<b>MBC 120</b> – Medical Office Administration Choose an item.
<input type="checkbox"/>	<b>MBC 205</b> – Medical Coding/ICD 9: <b>NHSCI 101 is the prerequisite. The American Health Information Association (AHIMA), which certifies medical coders, has announced that its coding exams will continue testing on ICD9. It's important that students and advisors are aware that in Fall 2014, MBC 205 Medical Coding/ICD9 is the required course, NOT MBC 210, which is ICD10.</b> Choose an item.
<input type="checkbox"/>	<b>MBC 160</b> – Medical Billing and Information Management: <b>Basic computer experience recommended.</b> Choose an item.
<input type="checkbox"/>	<b>MBC 220</b> – Medical Coding/CPT4: <b>MBC 205 or OFTEC 119 are prerequisites.</b> Choose an item.
<input type="checkbox"/>	<b>OFTEC 240</b> – Business Communications Choose an item.
	<b>OFTEC ELECTIVE*: Select one course from list (3 credits)</b> <b>OFTEC 110</b> – Information Processing with Keyboarding, <b>OFTEC 120</b> – Document Processing: Editing and Formatting, <b>OFTEC 220</b> – Document Design and Desktop Publishing, <b>OFTEC 210</b> – Spreadsheet and Database Applications: <b>Offered Spring Semester, or OFTEC 230</b> – Integrated Office Applications: <b>Offered Spring Semester.</b>
<b>3</b>	

### NOTES:

\* See Curriculum Chairperson if you need assistance selecting the appropriate course.

## Recommended Academic Plan

Fall One		Spring One		Summer		
<u>Class</u>	<u>Credits</u>	<u>Class</u>	<u>Credits</u>	<u>Class</u>	<u>Session</u>	<u>Credits</u>
NHSCI 101 – Medical Terminology	4	MBC 205 – Medical Coding/ICD 9	3			
MBC 120 – Medical Office Administration	3	MBC 160 – Medical Billing and Information Management	3			
		OFTEC ELECTIVE	3			
Fall Two		Spring Two		Summer		
<u>Class</u>	<u>Credits</u>	<u>Class</u>	<u>Credits</u>	<u>Class</u>	<u>Session</u>	<u>Credits</u>
MBC 220 – Medical Coding/CPT4	3					
OFTEC 240 – Business Communications	3					