

MEDICAL BILLING SPECIALIST (AAS)

Associate of Applied Science

Career-Technical Program

Interest Areas:

**Business Admin. and Management
Healthcare**

The medical billing specialist program is designed to prepare individuals for entry-level positions processing and managing third-party reimbursement and managing patient accounts receivables in a variety of health care settings. Physician practices, clinics, health maintenance organizations, and other health care entities including private billing services are all employment options. The Associate of Applied Science degree in Medical Billing Specialist includes both theoretical and practical laboratory instruction.

Students will complete general education courses and courses in medical terminology, coding, insurance reimbursement, medicolegal issues, manual and computerized accounting, and credit and collections. In the final semester of the program, the student has the opportunity to take and earn the National Healthcare Association (NHA) Certified Billing and Coding Specialist (CBCS) credential exam. With a variety of career experiences, a professional medical billing specialist may pursue a Certified Coding Associate (CCA) credential by passing the national certification examination administered by the American Health Information Management Association (AHIMA) or the Certified Professional Coder (CPC) credential by passing the national certification examination administered by the American Academy of Professional Coders (AAPC). The medical billing specialist pursues a lifelong program of continuing education.

Contact Information:

Career & Technical Professional Programs Division

Hedlund Building, Room 101

Phone: (208) 769-3226

Program Website (<https://www.nic.edu/programs/medical-billing-specialist/>)

Program Requirements

Course	Title	Credits
Semester 1		
BOAA-110 or ACCT-201	Small Business Accounting or Principles of Accounting	3
BOAA-150	10-Key Skill Building	1
CAOT-120	Word Processing/Word I	1
CAOT-130	Spreadsheets/Excel I	1
CAOT-164	Computer Fundamentals for Technical Programs	1
CAOT-179	Medical Terminology	2
ENGL-101	Writing and Rhetoric I	3
GEM 3 - A.A.S. Mathematical Ways of Knowing		3-5
Credits		15-17

Semester 2

BOAA-111 or ACCT-202	Small Business Accounting II or Managerial Accounting	3
CAOT-121	Word Processing/Word II	1
CAOT-131	Spreadsheets/Excel II	1
CAOT-132	Spreadsheets/Excel III	1
CAOT-168	Integrated Medical Office Software	3
CAOT-186	Medical Coding	3
COMM-101	Fundamentals of Oral Communication	3

Credits 15

Semester 3

BOAA-140	QuickBooks	3
CAOT-122	Word Processing/Word III	1
CAOT-140	Database/Access I	1
CAOT-166	Living Online for Technical Programs	1
CAOT-205	Business Document Formatting/Transcription	2
CAOT-204	Career Leadership	1
CAOT-210	Office Procedures and Technologies	3
HCIT-180	Medical Law and Ethics	3

Credits 15

Semester 4

BIOL-175	Human Biology	4
CAOT-115	Outlook	1
CAOT-184	Records Systems Management	3
CAOT-291	Medical Billing Specialist Internship I	4
GEM 6 - A.A.S. Social and Behavioral Ways of Knowing		3

Credits 15

Total Credits 60-62

Course Key



GEM



AAS
Institutionally
Designated



Gateway



Milestone

Program Outcomes

Upon completion of the program, students should be able to:

1. Perform health care office procedures that include scheduling, bookkeeping, billing and payment collection by utilizing a working knowledge of medical terminology, body systems, common medications, electronic health records and insurance.
2. Assign diagnostic and procedure codes using ICD and HCPCS/CPT coding systems as used in a variety of health care settings.
3. Apply legal and ethical standards and adhere to principles of patient confidentiality within the health care and community environment as defined by HIPAA.
4. Use specialized computer programs including practice management/electronic health record (PM/EHR) and the Microsoft Office Suite.
5. Demonstrate professionalism through acceptable attitude, organization and time management skills, and attire.

In addition to the program outcomes, students will meet the following North Idaho College General Education (GEM) Requirements: Written and Oral Communication; Mathematical Ways of Knowing; Social and Behavioral Ways of Knowing; and an

additional program-designated or selected course from any of the GEM requirements.