

# MEDICAL BILLING SPECIALIST (AAS)

## Associate of Applied Science

### Career-Technical Program

#### Interest Areas:

**Business Admin. and Management  
Healthcare**

Medical billing specialists are in demand, particularly if they possess ICD and CPT coding skills. 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 in 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:

**Business & 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
<b>Semester 1</b>		
ACCT-110	Small Business Accounting	3
ACCT-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
<b>Credits</b>		<b>15-17</b>
<b>Semester 2</b>		
ACCT-111	Small Business Accounting II	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

ACCT-244	Credit and Collections	3
CAOT-122	Word Processing/Word III	1
CAOT-140	Database/Access I	1
CAOT-210	Office Procedures	3
CAOT-225	Medical Billing Specialist Internship I	4
HCIT-180	Medical Law and Ethics	3

**Credits 15**

#### Semester 4

BIOL-175	Human Biology	4
CAOT-184	Records Systems Management	3
CAOT-226	Medical Billing Specialist Internship II	4
CAOT-250	Office Skills Capstone	1
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 will 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 and understand 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.