

 	<p style="text-align: center;"><b>CAREER ENHANCEMENT CERTIFICATE</b></p> <p style="text-align: center;"><b>Medical Billing Specialist</b></p> <p style="text-align: center;"><i>The catalog in force is assigned to students based on the academic year they first applied to the college, and changes only when students change their major or request the change in writing.</i></p> <p style="text-align: center;"><i>Refer to Policy No. 3357:15-13-28.</i></p>	<b>2024-25 Catalog</b> Effective Summer 2024
		<b>3057</b>

*Health and Public Services Division*

*Medical Technology Programs Department*

Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
SSC101	Student Success Seminar^^	1	<i>Take first semester</i>	
BIO101	Introduction to Anatomy and Physiology^	3	IDS102 <b>or</b> Proficiency	
BIO125	Medical Terminology	3		
HIT101	Introduction to Medical Billing	3		
HIT102	Medical Claims Methodology	4	HIT101	
ITD122	Computer Applications for Professionals^	3	ITD100 <b>or</b> Proficiency	
HIT123	Healthcare Legal and Ethical Issues	2	HIT230 <b>or</b> Co-HIT121	
HIT230	Health Care Delivery in the U.S.	2		
<b>TOTAL CREDIT HOURS</b>		<b>21</b>		

### STUDENT ADVISING NOTES

#### Academic Advising

Students should make an appointment to see their advisor before registering for classes each semester. They should have prepared a completed registration form, including courses they wish to take, prior to this meeting.

#### First Semester

		<u>Credit Hours</u>	<u>Pre- and Co-requisites</u>
SSC101	Student Success Seminar^^	1	<i>Take first semester</i>
BIO125	Medical Terminology	3	
HIT101	Introduction to Medical Billing	3	
HIT230	Health Care Delivery in the U.S.	<u>2</u>	
		<b>9</b>	

#### Second Semester

BIO101	Introduction to Anatomy and Physiology^	3	IDS102 <b>or</b> Proficiency
HIT123	Healthcare Legal and Ethical Issues	2	HIT230 <b>or</b> Co-HIT121
HIT102	Medical Claims Methodology	4	HIT101
ITD122	Computer Applications for Professionals^	<u>3</u>	ITD100 <b>or</b> Proficiency
		<b>12</b>	
	<b>TOTAL CREDITS</b>	<b>21</b>	

^Based upon SSC placement score

^^To promote student success, this course should be taken in the first semester.

*Minimum grade of "C" in all technical and non-technical courses in the program curriculum is required.*