Certificate

Medical Office Coding & Procedures (285)

About Our Program

The Medical Office Coding & Procedures certificate is designed to provide entry-level skills for individuals preparing for employment in the health care industry as medical coders, medical office assistants, medical secretaries, insurance billing specialists, or medical records technicians. Specialized courses in medical office coding and procedures are complemented by general education courses. The curriculum provides basics in medical, diagnostic and procedural terminology and coding, medical office procedures, and the reporting of data to third party payers, insurance companies and government agencies for reimbursement.

Opportunities For Employment

At MECC you will have the opportunity to gain the knowledge and skills required to perform a variety of specialized duties with competence and understanding. The Medical Office Coding & Procedures certificate will help prepare you for a wide range of entry level positions in health care facilities such as clinics, private medical practices, and hospitals.

Opportunities for Advancement

There is a need in Southwest Virginia and upper East Tennessee for highly motivated and skilled individuals in the field of medical coding and procedures. The combination of specialized medical coding knowledge and fundamental office technology skills help provide the flexibility and opportunity for career advancement as a medical office specialist.

Program Contacts

Ms. Vickie Ratliff, Dean
Faculty Contacts: Ms. Sabrina Ward,
Ms. Jane Jones

		Lec Hrs.	Lab Hrs.	Crse Cr.
First Semester				
AST 108	Telephone Techniques	1	0	1
AST 141	Word Processing	3	0	3
ENG 111	English Composition	3	0	3
HIM 111	Medical Terminology 1	3	0	3
HIM 130	Health Care Info Systems	3	0	3
ITE 115	Intro to Computer Apps and Concepts	3	0	3
SDV 101	Orientation to Business Programs	1	0	1
	Total			**17**
Second Semester				
AST 271	Medical Office Procedures	3	0	3
HIM 112	Medical Terminology II	3	0	3
HIM 150	Health Records Management	3	0	3
HIM 253	Health Records Coding	4	0	4
HIM 265	Facility Based Medical Coding	3	0	3
	Total			**16**
Third Semester				
AST 215	Medical Keyboarding	3	0	3
HIM 163	Anatomy & Physiology for Administrative Health Professionals	3	0	3
HIM 254	Advanced Coding & Reimbursement	4	0	4
MTH 141	Business Math I	3	0	3
Social Science Elective		3	0	3
	Total			**16**

49 credits required to graduate