

OFFICE ADMINISTRATION TECHNOLOGY - MEDICAL BILLING - CERTIFICATE OF COMPLETION

(19 credits)

A Suggested Plan of Study

The contents of this roadmap may vary depending on initial student placement in mathematics and English. This is only a suggested plan of study for students, and is not intended as a contract. Individual student academic plans may vary. Please contact your academic advisor to create a plan that works for you. Course availability may vary from fall to spring semester and may be subject to modification or change.

NOTE: Students must earn a final grade of C- or better in all required HLSC and HITP courses/Technical Requirements and achieve a cumulative grade-point average of at least 2.0.

Students must complete all University certificate requirements to total at least 19 credits. Developmental coursework will not count towards the degree requirements and/or elective credits, but may be needed in order to take the necessary English and Mathematics coursework.

Semester 1		Credits
HLSC 1510	Medical Terminology	3
HITP 2208	Medical Office Procedures	3
Credits		6
Semester 2		
HITP 2288	Medical Insurance Billing	3
HLSC 1520	Anatomy and Physiology for Health Careers	4
Credits		7
Semester 3		
HITP 2248	Medical Coding I	3
Credits		3
Semester 4		
HITP 2258	Medical Coding II	3
Credits		3
Total Credits		19