

# MEDICAL INFORMATION CODER / BILLER TECHNICAL CERTIFICATE (330)

**Key: P - This course has a PREREQUISITE: see course description**  
**F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term**

				Credits	Notes
<b>GENERAL EDUCATION COURSES</b>					
___	BSC	2093C	Human Anatomy & Physiology I with Lab .....	4	P
___	BSC	2094C	Human Anatomy & Physiology II with Lab .....	4	P
<b>TOTAL</b>				<b>8</b>	
<b>BEGINNING COURSES</b>					
___	HIM	1003	Foundations of Health Information Management.....	3	
___	HIM	1012	Medicolegal Aspects of Records.....	2	
___	HIM	1512	Medical Office Management .....	3	P,SM
___	HSC	1531	Medical Terminology I .....	2	
<b>INTERMEDIATE COURSES</b>					
___	HIM	1433	Concepts of Disease.....	3	P
___	HSC	1532	Medical Terminology II .....	2	P
___	HIM	2222C	Basic ICD-9-CM Coding.....	3	P,F
<b>ADVANCED COURSES</b>					
___	HIM	2234C	Advanced ICD-9-CM Coding & Reimbursement .....	3	P,S
___	HIM	2253C	CPT Coding & Reimbursement.....	3	P,S
___	HIM	2810	Professional Practice Experience II .....	2	P
<b>PROGRAM TOTAL</b>				<b>34</b>	

This certificate program is designed to provide students with the skills necessary to review and analyze health records to identify relevant diagnoses and procedures for patient healthcare encounters. The Medical Information Coder/Biller certificate also presents information about healthcare reimbursement methodologies. The medical coder is responsible for translating diagnostic and procedural narrative from the medical record into numeric codes. This process requires interaction with the health care provider to ensure accuracy. The coded data is then utilized for reimbursement purposes, in the assessment of clinical care, to support medical research activity and to support the identification of health care concerns critical to the public.

**Estimated salaries for entry level positions include the following:**

**Billing or Insurance Clerk** - Compiles data, computes fees and charges, and prepares invoices for billing purposes in a health care setting.  
 \$20,900 - \$28,900

**Certified Coder Specialist (CCS, CCS-P, CPC, or CPC-H)** - Provides correct coding for research, reimbursement, and practice management in a hospital health information department or physician's office.  
 \$21,000 - \$29,000

**ACADEMIC AND CAREER ADVISING**

Leesburg Campus            365-3574  
 Sumter Campus             568-0001  
 South Lake Campus        243-5722

**FACULTY CONTACT INFORMATION**

Brandy Ziesemer        Office: LE - SM 230  
 ZiesemerB@lsc.edu        435-6414

**NOTE:** All credit hours from this certificate articulate into the A.A.S. degree in Health Information Management at Lake-Sumter Community College.

Graduates from the Medical Information Coder/Biller certificate program are advised to gain coding experience in both inpatient and outpatient settings before taking the AHIMA Certified Coding Specialist (CCS or CCS-P) Qualifying Examination.

\_\_\_ SLS 1501 Foundations of Success Seminar (3 credit course) - Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.

PREPARATORY COURSES If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.	<input type="checkbox"/> ___ ENC 0001 Basic Composition Skills <input type="checkbox"/> ___ ENC 0010 College Prep Composition <input type="checkbox"/> ___ MAT 0012 Pre-Algebra with Study Skills <input type="checkbox"/> ___ MAT 0024 Elementary Algebra <input type="checkbox"/> ___ REA 0001 College Prep Reading I <input type="checkbox"/> ___ REA 0002 College Prep Reading II
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# MEDICAL OFFICE MANAGEMENT • TECHNICAL CERTIFICATE (331)

Key: P - This course has a PREREQUISITE: see course description  
 F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term

			Credits	Notes
<b>BEGINNING COURSES</b>				
___	HSC	1000	Introduction to Healthcare.....	1
___	HIM	1012	Medicolegal Aspects of Records.....	2
___	OST	1100	Keyboarding & Document Formatting.....	3
___	OST	1330	Business English <sup>1</sup> .....	3
___	HSC	1531	Medical Terminology I .....	2
___	HSC	1532	Medical Terminology II .....	2 P
___	OST	1854	Microsoft Office - Introduction .....	3
___	HIM	1003	Foundations of HIM.....	3
___	HIM	1273	Medical Insurance & Coding I.....	3 P,S
___	HIM	1030C	Medical Record Transcription I .....	3 P,F

This 34-credit hour certificate program is designed to provide students with the skills necessary for employment in occupations such as: medical assistant referrals; medical biller; medical billing representative; medical office assistant; medical posting clerk; medical receptionist; medical secretary; medical transcriptionist; or, to provide supplemental training for persons previously or currently employed in these occupations. The content prepares individuals to support management by: expediting and facilitating the maintenance and production of correspondence and records; facilitating telecommunications; maintaining office budget; planning; preparing correspondence and resolutions; filing and maintaining documentation; and assisting in the administration of policy. All credits may be applied toward the Office Administration (Medical Office Management Specialization) Associate in Applied Science degree at LSCC.

<b>INTERMEDIATE COURSES</b>				
___	HIM	1512	Medical Office Management <sup>3</sup> .....	3 P,SM

<b>ADVANCED COURSES</b>				
___	OST	2336	Business Communications.....	3 P
___	OST	2949	Cooperative Education Internship Office Administration <sup>2</sup> .....	3 P
			<b>PROGRAM TOTAL</b>	<b>34<sup>3</sup></b>

**Estimated salaries for entry level positions include the following:**

**Receptionist/Information Clerk** - Receives and greets patients to a medical office, obtains and provides information. May provide other clerical duties.  
 \$15,700 – 21,500

**Medical Secretary/Medical Transcriptionist** - Performs office duties using specific knowledge of medical terminology and procedures.  
 \$20,000 – 28,000

## ACADEMIC AND CAREER ADVISING

Leesburg Campus	365-3574
Sumter Campus	568-0001
South Lake Campus	243-5722

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 ZiesemerB@lsc.edu 435-6414

SLS 1501 Foundations of Success Seminar (3 credit course) - Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.

PREPARATORY COURSES	<input type="checkbox"/> ___ENC 0001 Basic Composition Skills
If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.	<input type="checkbox"/> ___ENC 0010 College Prep Composition
	<input type="checkbox"/> ___MAT 0012 Pre-Algebra with Study Skills
	<input type="checkbox"/> ___MAT 0024 Elementary Algebra
	<input type="checkbox"/> ___REA 0001 College Prep Reading I
	<input type="checkbox"/> ___REA 0002 College Prep Reading II

<sup>1</sup> Students may be required to take college preparatory math, composition and/or reading courses based on placement tests.

<sup>2</sup> OST 2949 is available with a focus on medical transcription but students must take an additional course, HIM 2032C, as a prerequisite.

<sup>3</sup> Students must also test out of or take MAT 0024C.