



Shasta College
A Great Place to Start

OFFICE ADMINISTRATION

Medical Billing Specialist Certificate

2007-2008

This program is designed to prepare the student for an entry-level position as a medical billing specialist to prepare claims for health care facilities, clinics, physicians' offices, medical equipment companies, and medical billing service companies. Upon completion of this program the graduate should have the necessary knowledge and skills to secure employment in either the medical provider or health carrier sectors.

REQUIREMENTS FOR CERTIFICATE:

Recommended Course Sequence:

<u>First Semester (Fall):</u>			<u># of Units</u>
BUAD*	166	Business English (F/S)	3
HEOC	110	Beginning Medical Terminology (F/S)	3
OAS	51	Keyboarding I-Beginning Typing (F/S)	3
OAS	112	Basic ICD-9-CM and CPT-4 Coding (F/S)	3
OAS	150	Computerized Medical Account Management (F/S)	3
OAS	158	Medical Office Procedures (F/S)	3
<u>Second Semester (Spring):</u>			
HEOC*	111	Advanced Medical Terminology (F/S)	3
OAS*	52	Keyboarding II-Intermediate Typing (F/S)	3
OAS*	113	Advanced ICD-9-CM and CPT-4 Coding	3
OAS	171	Proofreading Skills (F/S)	2

* Course has a prerequisite

◆ Upon completion of OAS 51 with a grade of "C" or higher, OAS 91 is not necessary. If you are proficient in keyboarding, you may be able to take OAS 91 in lieu of OAS 51. See your counselor for eligibility requirements.

TOTAL UNITS FOR CERTIFICATE

29 Units

Business, Technology, Family and Consumer Sciences (530) 225-4645

Shasta College
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Redding, CA 96003
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"F" (Fall) and "S" (Spring) indicates which semester a course is usually offered. "I" indicates course may not be offered every year. Subject to change.

(For reference only)