



- Fort Collins
- Greeley
- Longmont

ibmc.edu



Associated of Occupational Studies Degree

## MEDICAL BILLING & CODING SPECIALIST

Program available at all IBMC campuses

In the Medical Billing and Coding field, you stand at the crossroads of healthcare and technology, and make an important contribution to the delivery of quality care.

Medical Billing and Coding Specialists are responsible for assigning universally recognized codes to diagnoses and procedures in order to insure proper financial reimbursement from insurance companies and government agencies and to work with health-related information and the systems used to collect and process it.

### → Program Objective

This program provides in-depth training with CPT Procedural Coding and ICD Coding, and a foundation of knowledge in medical insurance billing practices, requirements, and regulations affecting healthcare providers and the skills to ensure proper reimbursement for health services.

An externship provides the student with valuable work experience using the hands-on skills learned in the classroom.

The degree program offers advanced business courses, an accounting course and general education courses. Graduates will have a well-rounded skill set to present to potential employers.

### → Employment Outlook / Career Potential

- Faster than the average of all occupations through 2026 — **an employment increase of 13%.\***
- Graduates are employed by/may work as: medical offices, hospitals, administrative assistants, professional billing companies, insurance companies, referral specialists, internal physicians auditors, HIPAA/compliance officers and office managers.

\*U.S. Bureau of Labor Statistics Occupational Outlook Handbook: Medical Records and Health Information Technicians. For more information, please see IBMC's Career Services Department.

### → Course Area / Minimum Credit Hours

#### BUSINESS & ACCOUNTING SKILLS / 18

- (4) ACC111 Principles of Accounting I
- (4) BUS112 Introduction to Business & Customer Service
- (4) BUS115 Leadership
- (3) CIS110 Fundamental Computer Skills
- (3) CIS121 Introduction to Spreadsheets

#### MEDICAL BILLING & CODING SKILLS / 24

- (4) BCS150 Diagnostic Coding
- (4) BCS155 Procedural Coding
- (3) BCS160.1 Case Studies for Coding & Auditing
- (4) BCS175 Principles of Insurance Reimbursement
- (4) BCS177 Medical Billing & Collections
- (5) BCS210 Externship

#### MEDICAL SKILLS / 24

- (4) MAP110 Medical Terminology
- (4) MAP120 Basic Principles of Medical Office
- (4) MAP121 Anatomy & Physiology: Structure & Movement
- (4) MAP122 Anatomy & Physiology: Control & Metabolism
- (4) MAP123 Anatomy & Physiology: Circulation & Life
- (4) MAP185 Medical Law & Ethics

#### GENERAL EDUCATION / 24

- (4) CMS111 Career Marketing Strategies
- (4) ENG121 English Communications\*
- (4) MTH120 College Mathematics\*
- (4) PSY107 Psychology of Success
- (4) PSY134 General Psychology\*
- (4) SPH111 Principles of Speech\*

#### TOTAL CREDITS / 90

#### TOTAL WEEKS / 80

*\*Meets General Education Requirements for A.O.S. Degree*

#### Instructor/Student Ratio:

- Theory class: 1 instructor per 30 students
- Lab class: 1 instructor per 16 students