

# Medical Billing and Coding Technology

## Poplarville Campus

The Medical Billing and Coding Technology program of study is designed to prepare a student for office positions in hospitals, doctor's offices, health clinics, insurance companies, nursing homes and other health-related organizations as a Medical Billing and Coding Specialist.

Medical Billing and Coding Technology provides specialized training in:

Medical terminology	Medical accounting software
Medical transcription	CPT and ICD coding
Medical office concepts	Advanced coding
Medical information management	Medical insurance billing

The Associate in Applied Science degree is earned upon successful completion of the Medical Billing and Coding Technology curriculum.

### FRESHMAN YEAR

<u>FIRST SEMESTER</u>	HOURS	<u>SECOND SEMESTER</u>	HOURS
BOT 1613 Medical Terminology I	3	BOT 1143 Word Processing	3
BOT 1133 Microcomputer Applications	3	BOT 2813 Business Communication	3
BOT 1113 Document Formatting	3	BOT 1443 Business Accounting	3
BOT 1313 Applied Business Mathematics	3	ENG 1113 English Composition I	3
BOT 1713 Mechanics of Communication	3	BOT 1623 Medical Terminology II	3
_____ Humanities/Fine Arts Elective	3	BOT 1413 Records Management	3

### SOPHOMORE YEAR

<u>FIRST SEMESTER</u>	HOURS	<u>SECOND SEMESTER</u>	HOURS
BOT 2523 Medical Machine Transcription I	3	BOT 2663 Advanced Coding	3
BOT 2743 Medical Office Concepts	3	BOT 2753 Medical Information Mgmt.	3
_____ Mathematics/Science Elective	3	BOT 2673 Medical Insurance Billing	3
BOT 2643 CPT Coding	3	SPT 1113 Oral Communication	3
BOT 2653 ICD Coding	3	PSY 1513 General Psychology	3
BOT 2413 Computerized Accounting	3	_____ Technical Elective	3

**TOTAL CREDIT HOURS: 72**

#### ACADEMIC ELECTIVES:

Mathematics or Science: (MAT 1313 or higher OR any BIO, CHE, or PHY course)  
 Humanities (Any HIS, MFL, or PHI course OR ENG 2223, 2233, 2323, 2333, 2423, 2433)  
**OR**  
 Fine Arts (ART 1113, MUS 1113, SPT 2233)

**TECHNICAL ELECTIVE:**

BOT 1813 Electronic Spreadsheet  
BOT 2323 Database Management  
BOT 2533 Medical Machine Transcription II

**COURSE DESCRIPTIONS** ([link to Business Tech Course Descriptions file](#))

**BUSINESS AND OFFICE TECHNOLOGY HOMEPAGE** ([hyperlink](#))