

MEDICAL ADMINISTRATIVE CODER

Associate Degree
10-160-5

The Medical Administrative Coder of Applied Science degree provides educational opportunities for those interested in working wherever knowledge of medical terminology and professional procedures and ethics are required. Examples include physician practices, large healthcare and allied health organizations such as clinics, hospitals, medical foundations, insurance companies, medical billing companies, medical publishers, research organizations, and medical product manufacturers. Medical Administrative Coder students receive specialized training in medical ethics, records management, medical terminology, human anatomy, health insurance, medical billing, medical transcription, medical coding Microsoft Office Suites software (Word, Excel, and PowerPoint).

Program Outcomes

- Demonstrate a commitment to the medical and legal aspects of healthcare office practices including confidentiality of health records, release of information, patients' rights, use of health records as legal evidence, informed consent, malpractice, as well as agency, physician, and employee liability.
- Apply medical language and American Healthcare Documentation Integrity (AHDII) formatting guidelines in all written communication.
- Produce quality medical documents.
- Demonstrate the following professional traits while working in a healthcare office environment: dependability, punctuality, responsibility, acceptable appearance, sound judgment, ethical behavior, flexibility, and adaptability.
- Apply medical coding principles and guidelines for coding, billing, and reimbursement in outpatient settings at entry level proficiency.
- Use computers as tools for solving problems, collecting data, managing and communicating information, presenting ideas, and making decisions, as well as using all forms of telecommunications effectively.
- Use appropriate English skills in written and oral communications, as well as skills in listening to demonstrate effective communication integral to maintaining rapport with coworkers and clients.
- Use reference materials to research information.
- Apply analytical skills in solving problems, collecting data, managing and communication information, presenting ideas, and making decisions.

Graduates Have Found Employment As

- Medical Secretary
- Administrative Secretary
- Medical Coders (physician billing)
- Medical Transcriptionist
- Medical Records Technician/Medical Records Clerk
- Medical Voucher Clerk/Underwriting Clerk
- Receptionist

- Medical Insurance Biller
- Medical Clerk/Typist
- Clinic Clerk/Hospital Clerk/Admissions Clerk

Semester 1		Credits
160-113	Health Insurance	3
160-120	Medical Terminology for Coding	3
106-127	Administrative Office Communications	3
106-181	Office Professionalism	3
801-195	Written Communication	3
Credits		15
Semester 2		
160-114	Healthcare Records Management	3
160-136	Patient Billing and Reimbursement	4
160-185	Medical Microsoft Office Suites	3
804-123	Math with Business Applications	3
806-194	Survey of Anatomy and Physiology	3
Credits		16
Semester 3		
160-105	Medical Editing and the Electronic Medical Record	3
160-118	Pharmacology for Medical Administrative Coder	2
530-150	Medical Office Coding I	4
801-196	Oral/Interpersonal Communication	3
809-166	Introduction to Ethics: Theory and Application	3
Credits		15
Semester 4		
160-103	Medical Transcription	4
160-109	Medical Office Administration	3
160-124	Supervised Occupational Experience-Medical Office	1
530-103	Medical Office Coding II	3
809-198	Introduction to Psychology	3
Credits		14
Total Credits		60

General Education Courses Within Program

Code	Title	Credits
801-195	Written Communication	3
801-196	Oral/Interpersonal Communication	3
804-123	Math with Business Applications	3
806-194	Survey of Anatomy and Physiology	3
809-166	Introduction to Ethics: Theory and Application	3
809-198	Introduction to Psychology	3

Associate Degrees and Technical Diplomas are part of a larger model of BTC's Career Pathways which link related academic programs in sequence. Each program within a career pathway offers direct job preparation and a path to the next level of academic programming. To

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view the connected program model, visit the Medical Administrative Coder career path (http://catalog.blackhawk.edu/academics/associate-degrees/medical_admin_coding/MAC.pdf) (PDF).