

# MEDICAL ADMINISTRATIVE CODER



Associate of Applied Science Degree  
 10-160-5

The Medical Administrative Coder program will provide you training to prepare you for a position in the medical coding and insurance billing field. Medical Administrative Coder students receive specialized training in medical coding, medical ethics, records management, medical terminology, human anatomy, health insurance, medical billing, medical transcription, digital literacy for health care and Microsoft Office Suites software (Word, Excel, and PowerPoint).

## Program Outcomes

- Demonstrate 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.
- Use medical terminology and knowledge of the human body systems in performing essential functions in business health care setting.
- 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 a tool for solving problems, collecting data, managing and communicating information, and making decisions.
- 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
- Medical Transcriptionist
- Medical Records Technician/Medical Records Clerk
- Medical Voucher Clerk/Underwriting Clerk
- Receptionist
- Medical Insurance Biller
- Medical Claims Processor
- Medical Clerk/Typist
- Clinic Clerk/Hospital Clerk/Admissions Clerk

Semester 1		Credits
501-107	Digital Literacy for Health Care	2
801-136	English Composition 1	3
501-101	Medical Terminology	3
102-148	Introduction to Business and Management	3
106-127	Administrative Office Communications	3
<b>Credits</b>		<b>14</b>
Semester 2		Credits
160-113	Health Insurance	3
106-142	Customer Service Essentials	1
160-118	Pharmacology for Medical Administrative Coder and Medical Administrative Specialist	2
103-107	Intermediate Excel	2
160-114	Healthcare Records Management	3

804-134 or 804-118	Mathematical Reasoning or Intermediate Algebra with Applications	3-4
806-194	Survey of Anatomy and Physiology	3
<b>Credits</b>		<b>17-18</b>
<b>Semester 3</b>		
160-105	Medical Editing and the Electronic Medical Record	3
160-136	Patient Billing and Reimbursement	4
530-102	Medical Office Coding I	3
809-196	Introduction to Sociology	3
801-198	Speech	3
<b>Credits</b>		<b>16</b>
<b>Semester 4</b>		
160-103	Medical Transcription	4
160-124	Supervised Occupational Experience-Medical Office	1
530-103	Medical Office Coding II	3
809-166	Introduction to Ethics: Theory and Application	3
809-198	Introduction to Psychology	3
<b>Credits</b>		<b>14</b>
<b>Total Credits</b>		<b>61-62</b>

## General Education Courses Within Program

Code	Title	Credits
801-198	Speech	3
801-136	English Composition 1	3
804-134 or 804-118	Mathematical Reasoning Intermediate Algebra with Applications	3-4
809-198	Introduction to Psychology	3
809-196 or 809-122	Introduction to Sociology Intro to American Government	3
806-194	Survey of Anatomy and Physiology	3