



## Medical Coding & Health Information Technician (MCHIT) Program

### Course Description:

This program is designed specifically for those interested in the coding and the handling Health Information administrative aspect of the medical healthcare industry. With detailed teaching, the program is intended to provide personal enrichment from an inclusive array of medical billing and Health Information Technology topics ranging from the introductory courses to intense and detailed advanced billing and coding courses. In this program students will learn: medical terminology; basic anatomy and physiology; clinical classification systems; medical coding (CPT, ICD-10-CM, HCPCS); clinical records management; medical office procedures; insurance and medical billing; and information technologies, while focusing on HIPAA, OIG, and Medicare compliance.

Class Session: Day 9:00am – 3:00pm Mon-Thurs  
 Day - 12 weeks  
 Night: 6:00pm – 9:00pm Mon., Tues., Thurs.  
 Course Length: 240 hours: Night – 27 weeks  
 Normal Class Size: up to 16 students

### Admissions Requirements:

- a. Individuals applying for this course are required to have successfully completed the basics test
- b. Present proof of education (high school diploma or GED certificate or in pursuit thereof)

Sub #	Subject Title	Lec	Lab	Ext	Total
MBC01	Anatomy and Physiology	10	5	0	15
MBC02	Medical Terminology	10	5	0	15
MBC03	Roles and Responsibility of Health Insurance and Information Specialist	3	1	0	4
MBC04	Introduction to Health Insurance	3	1	0	4
MBC05	Managed Care	3	1	0	4
MBC06	Life Cycle of an Insurance Claim	3	1	0	4
MBC07	Legal and Regulatory Considerations	3	1	0	4
MBC08	ICD-10 Coding	10	10	0	20
MBC09	CPT-4 Coding	10	10	0	20
MBC10	HCPCS Coding	3	2	0	5
MBC11	Medical Necessity	3	3	0	6
MBC12	Essential CMS-1500 Claim Instructions	3	3	0	6
MBC13	Computerized Billing and Coding – Medical Billing Software	10	10	0	20
MBC14	Filing Commercial Claims	2	2	0	4
MBC15	Practice with Collections and Appeals	5	10	0	15
MBC16	Fundamentals of Medical Office Practices: Insurance, Providers, Medical Records, and Externship	8	0	60	68
MBC17	Resume Writing and Interview Practice	4	4	0	8
MBC18	Final Exam	3	1	0	4
MBC19	Coding Certification Preparation	4	10	0	14
MBC20	Exit Interviews and Graduation	0	0	0	0
	Totals	100	80	60	240