



**DAVIS  
COLLEGE**

4747 Monroe Street  
Toledo, OH 43623  
419.473.2700  
800.477.7021  
learn@daviscollege.edu  
www.daviscollege.edu

## Medical Billing and Coding Diploma

The Medical Billing and Coding program prepares the students for employment in medical offices, clinics, medical billing companies, and insurance companies as part of the health care team. Students will be instructed in administrative skills using a practice management and electronic medical record program. Students will analyze medical records, assign codes for procedures, services, and diagnoses for reimbursement purposes.

Upon completion of the Diploma in Medical Billing and Coding, the Davis College graduate will be prepared to:

Demonstrate knowledge of medical terminology; anatomy and physiology; and diseases, disorders, and diagnoses of the human body.

Demonstrate proficiency in completing insurance claim forms and CPT, ICD-10-CM coding, and knowledge of HCPCS coding.

Perform various administrative responsibilities using a practice management program including electronic health records.

Use oral and written communication skills to interact effectively with patients and coworkers in the health care setting.

Demonstrate professional conduct with patients, coworkers, and other health care professionals.

Develop a professional portfolio.

## Program Outline

<b>Course No.</b>	<b>Course Title</b>	<b>Cr. Hrs.</b>
MED101	Medical Terminology	4
MED112	Medical Law and Ethics	4
MED114	Basic Billing and Coding	4
MED118	Anatomy and Physiology A	4
MED119	Anatomy and Physiology B	4
MED122	Coding and Applications A	4
MED123	Coding and Applications B	4
MED124	Pathophysiology	4
MED125	Medical Office Records	5
MED215	Advanced Billing and Coding	4
IDS110	Forum on Technology and Resources	5
<b>Total Program Credit Hours</b>		<b>46</b>