



DAVIS COLLEGE

4747 Monroe Street
Toledo, OH 43623

419.473.2700
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Medical Practice Insurance and Coding Associate Degree

The Medical Practice Insurance 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 study both administrative skills and coding. They will be instructed in the evaluation of medical records; application of coding for procedures, services, and diagnoses; and medical software computer applications.

A score of 130 or higher on the CPAT is one of the requirements for admission into this program.

Word processing proficiency is required for admission into this program. Students without word processing skills will be advised to take WPR120 as an added course to their program.

Upon completion of the Associate of Applied Business degree with a major in Medical Practice Insurance 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 knowledge of various treatments, procedures, and prognoses of the human body.
- Demonstrate proficiency in CPT, IDC-9-CM coding, and knowledge of HCPCS coding.
- Perform various administrative responsibilities.
- Use oral and written communication skills to interact effectively with patients and co-workers in the health care setting.
- Demonstrate professional conduct with patients, co-workers, and other health care professionals.
- Demonstrate proficiency in CMS 1500 claim forms and knowledge of UB-04.
- Develop a professional portfolio.
- Meet requirements to take the American Academy of Professional Coders certification examination.
- Apply the principles and intentions of the General Education and the Business Core purposes.

Program Outline

Course No.	Course Title	Cr. Hrs.
MED101*	Medical Terminology	3
MED110	Administrative Medical Office Procedures	5
MED112	Medical Law and Ethics	3
MED114*	Basic Insurance and Coding	4
MED116	Medical Insurance Billing	3
MED118*	Anatomy and Physiology A	4
MED119*	Anatomy and Physiology B	4
MED122	Coding and Applications A	3
MED123	Coding and Applications B	3
MED124	Pathophysiology	3
MED220	Medical Insurance and Coding Simulation	3
MED225	Medical Insurance and Coding Externship	3
ACC101	Accounting Principles I	4
CAS122	Spreadsheet Applications	3
MGT102	Introduction to Business	5
OAM223	Business Communications	4
COM121	Composition I	5
COM122	Composition II	4
COM202	Interpersonal Communication	4
HUM---	Humanities Elective	3
MTH102	Introductory Algebra I	5
SCI---	Science Elective	3
SSC201	Economics	4
SSC---	Social Science Elective	4
IDS110†	Forum on Technology and Resources	5
Total Program Credit Hours		94

*Foundation Courses required as part of the 45 hours completed before Mid-Program Assessment. Students are required to earn a grade of "C" or higher in each of the foundation courses.

†Required before Mid-Program Assessment