

## Program Information Report

### Health Sciences

#### Medical Billing and Coding (CTMBC)

##### Certificate

**Program Effective Term: Fall 2023**

In this program, students will develop comprehensive skills in classifying, coding, reporting, analyzing and managing medical data for both physician's office and large healthcare facility settings. Students will also learn how to code and process claims for reimbursement for multiple healthcare environments, and learn about pertinent laws, regulations, and compliance issues affecting healthcare information management and privacy. Upon completion of this program, students may be eligible to take the field related certification examinations offered by AAPC (American Academy of Professional Coders) and/or AHIMA (American Health Information Management Association).

##### **Program Admission Requirements:**

BIO 109 or BIO 111 and HSC 124 with a C minimum grade requirement.

##### **Continuing Eligibility Requirements:**

All courses must be completed with a GPA of 2.0 or better.

#### **Major/Area Requirements (7 credits)**

BIO 109 or	Essentials of Human Anatomy and Physiology	4
BIO 111	Anatomy and Physiology - Normal Structure and Function	4
HSC 124	Medical Terminology	3

#### **First Semester (12 credits)**

MBC 185	Health Information Management/Electronic Health Record	3
MBC 205	Introductory ICD Coding	3
MBC 215	Introductory Procedural Coding	3
MBC 223	Medical Office Procedures	3

#### **Second Semester (10 credits)**

MBC 210	Intermediate/Advanced ICD-10 CM Coding	3
MBC 220	Intermediate/Advanced Procedural Coding	3
MBC 224	Medical Insurance and Reimbursement	4

#### **Third Semester (3 credits)**

MBC 255	Medical Coding Capstone	3
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**Minimum Credits Required for the Program: 32**

PROGRAM CHANGE FORM

Program Code: CTMBC	Current Program Name: Medical Billing & Coding	Effective Term: FALL 2023
Division Code: HLT	Department: HEALTHSCIENCES	

**Directions:**

1. Attach the current program listing from the WCC catalog or website and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using CurricUNET, but should be submitted at the same time as the program change form.
4. If changes affect the program assessment plan or if program outcomes are updated, please submit a Program Assessment Plan Change form. These changes must be approved separately from the program change form and should be submitted at the same time. Current program assessment plans can be found on the Curriculum and Assessment Program Information page.

**Requested Changes:**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Remove course(s): <u>MBC 250</u> | <input checked="" type="checkbox"/> Program outcomes (may also result from removing or adding a course)* |
| <input checked="" type="checkbox"/> Add course(s): <u>MBC 255</u>    | <input checked="" type="checkbox"/> Program assessment plan*   |
| <input type="checkbox"/> Program title (new title is _____)          | <input type="checkbox"/> Accreditation information   |
| <input checked="" type="checkbox"/> Description                      | <input type="checkbox"/> Other _____   |
| <input checked="" type="checkbox"/> Advisors                         |  |
| <input type="checkbox"/> Program admission requirements              |  |
| <input type="checkbox"/> Continuing eligibility requirements         |  |

Note: A change to the Award Type requires the submission of a new program proposal form and a separate program inactivation form. Contact the Director of Curriculum & Assessment for more information.

Show all changes on the catalog page you attach.

\* Please submit a Program Assessment Plan Change form.

**Rationale for proposed changes:**

Inactivation of MBC 250 and Reactivation of MBC 255 in preparation for MBC online program.

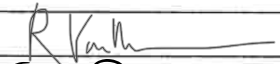
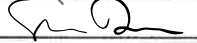

**Financial/staffing/equipment/space implications:**

**List departments that have been consulted regarding their use of this program.**

**Signatures:**

Reviewer	Print Name	Signature	Date
Initiator:	Kiela Samuels	<i>Kiela M. Samuels</i>	10/11/2022
Department Chair	Rene Stark	<i>Rene Stark</i>	10/18/2022
Division Dean/Administrator	Shari Lambert	<i>Shari Lambert</i>	10/18/2022
Please return completed form to the Office of Curriculum & Assessment, SC 257 or by e-mail to curriculum.assessment@wccnet.edu Once reviewed by the appropriate faculty committees we will secure the signature of the VPI and President.			
Reviewer	Print Name	Signature	Date

PROGRAM CHANGE FORM

Curriculum Committee Chair	Randy Van Wagnen		1-3-23
Assessment Committee Chair	Shawn Deron		1/19/2023
Interim Vice President for Instruction	Victor Vega		1/20/23
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**Program Information Report**

**Medical Billing and Coding (CTMBC)  
Certificate**

**Program Effective Term: Fall 2017**

In this program students will develop comprehensive skills in classifying, coding, reporting, analyzing and managing medical data for both physician's office and large healthcare facility settings. Students will also learn how to code and process claims for reimbursement for multiple healthcare environments, and learn about pertinent laws, regulations, and compliance issues affecting healthcare information management and privacy. Upon completion of this program, students may be eligible to take the AHIMA CCA, CCS and CCS-P coding exams. This program is not an AAMA certification preparation program.

**Program Admission Requirements:**

BIO 109 or BIO 111 and HSC 124 with a B- minimum grade requirement.

**Continuing Eligibility Requirements:**

All courses must be completed with a GPA of 2.0 or better.

<b>Major/Area Requirements</b>		<b>(7 credits)</b>
BIO 109 or	Essentials of Human Anatomy and Physiology	4-5
BIO 111	Anatomy and Physiology - Normal Structure and Function	3
HSC 124	Medical Terminology	3
<b>First Semester</b>		<b>(12 credits)</b>
MBC 185	Medical Computer Skills and Electronic Health Records	3
MBC 205	Introductory ICD Coding	3
MBC 215	Introductory Procedural Coding	3
MBC 223	Medical Office Procedures	3
<b>Second Semester</b>		<b>(10 credits)</b>
MBC 210	Intermediate/Advanced ICD Coding	3
MBC 220	Intermediate/Advanced Procedural Coding	3
MBC 224	Medical Insurance and Reimbursement	4
<b>Third Semester</b>		<b>(3 credits)</b>
MBC 250	Medical Coding Practicum	3
<b>Minimum Credits Required for the Program:</b>		<b>32</b>

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: **CTMBC** Program Name: **Medical Billing and Coding**

Effective Term: Fall ~~2018~~ **2017**

Division Code: **Health Science** Department: **Allied Health Department**

**Directions:**

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

**Requested Changes:**

- |   |   |
|---|---|
| <input type="checkbox"/> Review                                       | <input checked="" type="checkbox"/> Program admission requirements  |
| <input checked="" type="checkbox"/> Remove course(s): <u>_MBC 161</u> | <input type="checkbox"/> Continuing eligibility requirements  |
| <input type="checkbox"/> Add course(s): _____                         | <input type="checkbox"/> Program outcomes   |
| <input type="checkbox"/> Program title (title was _____)              | <input type="checkbox"/> Accreditation information  |
| <input type="checkbox"/> Description                                  | <input type="checkbox"/> Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses) |
| <input type="checkbox"/> Type of award                                | <input checked="" type="checkbox"/> Other change course sequence _____  |
| <input type="checkbox"/> Advisors                                     |   |
| <input type="checkbox"/> Articulation information                     |   |

Show all changes on the attached page from the catalog.

**Rationale for proposed changes or discontinuation:**

Medical Billing and Coding (MBC) Program is adopting a program admission model. MBC program admission requirements are: BIO 109 or BIO 111 and HSC 124 with a B- minimum grade requirement.

Course sequence –see attached

**Financial/staffing/equipment/space implications:**

NA

**List departments that have been consulted regarding their use of this program.**

Business Department

**Signatures:**

Reviewer	Print Name	Signature	Date
Initiator	Connie Foster/Kelly Shew		1/26/17
Department Chair	Connie Foster		
Division Dean/Administrator	Valerie Greaves		2/2/17
Vice President for Instruction	Kimberly Hurns		3/7/2017
President		N/A	

Do not write in shaded area. Entered in: Banner 3/7/17 C&A Database 3/7/17 Log File 3/8/17 Board Approval N/A

Please submit completed form to the Office of Curriculum and Assessment (SC 257).

# Medical Billing and Coding (CTMBC)

Certificate

2014 - 2015    2015 - 2016    2016 - 2017

## Description

In this program students will develop comprehensive skills in classifying, coding, reporting, analyzing and managing medical data for both physician's office and large healthcare facility settings. Students will also learn how to code and process claims for reimbursement for multiple healthcare environments, and learn about pertinent laws, regulations, and compliance issues affecting healthcare information management and privacy. Upon completion of this program, students may be eligible to take the AHIMA CCA, CCS and CCS-P coding exams. This program is not an AAMA certification preparation program.

## Continuing Eligibility

All courses must be completed with a GPA of 2.0 or better.

## Contact Information

**Division:** Health Sciences  
**Department:** Allied Health Department  
**Advisors:** [Susan Travis](#)

### Major/Area Requirements

-BIO 109 or BIO 111 4 - 5  
 HSC 124 3  
**Total 7 - 8 credits**  
 English level 6  
 Reading level 6

## Requirements

(Items marked in orange are available online.)

### First Semester

Class	Title	Credits
<a href="#">BIO 109</a>	Essentials of Human Anatomy and Physiology	4 - 5
<a href="#">BIO 111</a>	Anatomy and Physiology - Normal Structure and Function	3
<a href="#">HSC 124</a>	Medical Terminology	3
<a href="#">MBC 223</a>	Medical Office Procedures	3
<b>Total</b>		<b>10 - 11</b>

MBC 205 3  
 MBC 215 3  
 MBC 185 3  
 MBC 223 3  
**Total 12 credits**

### Second Semester

Class	Title	Credits
<a href="#">MBC 161</a>	Pathopharmacology for the MBC Professional	3
<a href="#">MBC 205</a>	Introductory ICD Coding	3
<a href="#">MBC 215</a>	Introductory Procedural Coding	3
<a href="#">MBC 224</a>	Medical Insurance and Reimbursement	4
<b>Total</b>		<b>13</b>

MBC 210 3  
 MBC 220 3  
 MBC 224 4  
**Total 10 credits**

### Third Semester

Class	Title	Credits
<a href="#">MBC 185</a>	Medical Computer Skills and Electronic Health Records	3
<a href="#">MBC 210</a>	Intermediate/Advanced ICD Coding	3
<a href="#">MBC 220</a>	Intermediate/Advanced Procedural Coding	3
<b>Total</b>		<b>9</b>

MBC 250 3 credits

### Fourth Semester

Class	Title	Credits
<a href="#">MBC 250</a>	Medical Coding Practicum	3
<b>Total</b>		<b>3</b>

**Total Credits Required: 35 - 36**

32 - 33

## Gainful Employment Disclosures

[Feedback & Suggestions](#) / [Social Media Directory](#)

**Program Information Report**

**Medical Billing and Coding (CTMBC)**

**Certificate**

**Program Effective Term: Fall 2016**

In this program students will develop comprehensive skills in classifying, coding, reporting, analyzing and managing medical data for both physician's office and large healthcare facility settings. Students will also learn how to code and process claims for reimbursement for multiple healthcare environments, and learn about pertinent laws, regulations, and compliance issues affecting healthcare information management and privacy. Upon completion of this program, students may be eligible to take the AHIMA CCA, CCS and CCS-P coding exams. This program is not an AAMA certification preparation program.

**Continuing Eligibility Requirements:**

All courses must be completed with a GPA of 2.0 or better.

BIO 109 or	Essentials of Human Anatomy and Physiology	
BIO 111	Anatomy and Physiology - Normal Structure and Function	4-5
HSC 124	Medical Terminology	3
MBC 223	Medical Office Procedures	3
MBC 161	Pathopharmacology for the MBC Professional	3
MBC 205	Introductory ICD Coding	3
MBC 215	Introductory Procedural Coding	3
MBC 224	Medical Insurance and Reimbursement	4
MBC 185	Medical Computer Skills and Electronic Health Records	3
MBC 210	Intermediate/Advanced ICD Coding	3
MBC 220	Intermediate/Advanced Procedural Coding	3
MBC 250	Medical Coding Practicum	3

**Minimum Credits Required for the Program: 35**

3

**Program Information Report**

CTMBC

**School of Nursing and Health Sciences**

Find your place in the growing field of health care. The School of Nursing and Health Sciences provides a variety of programs designed to prepare the student for entry-level positions in dental assisting, pharmacy technology, physical therapist assistant, radiography, nursing assistant or professional nursing. The health care foundations certificate provides a starting point for prospective nursing and health science students or provides the general education courses to move from completion of a certificate program into an associate degree program.

Washtenaw Community College offers programs at several levels for students who want to begin new careers, or advance in their existing careers. The first level is the certificate, which can vary from nine to thirty-six credits, depending on the field. Certificates generally prepare students for entry-level jobs.

After completing a certificate, students can progress to the next level, the advanced certificate. The credit hours required for these programs also vary. This type of certificate provides a more specialized level of skill development, and often allows students to upgrade their positions at their places of employment.

The next level, an Associate in Applied Science, is available for some programs. For some career fields, it is possible to earn a certificate, an advanced certificate, and an Associate in Applied Science degree in the same field. In these cases, the credit hours from the certificate and advanced certificate can be applied to the credit hours needed for the Associate in Applied Science degree.

Alternatively, students can earn an AAS in Occupational Studies by completing a certificate, an advanced certificate and General Education requirements.

**Medical Assisting**

Prepare for a career which allows you the opportunity to do both administrative and clinical tasks in a medical setting. Job duties vary depending on the location, specialty, and size of the practice.



**Program Information Report**

**Medical Billing and Coding (CTMBC)**

**Certificate**

**Program Effective Term: Fall 2016**

In this program students will develop comprehensive skills in classifying, coding, reporting, analyzing and managing medical data for both physician's office and large healthcare facility settings. Students will also learn how to code and process claims for reimbursement for multiple healthcare environments, and learn about pertinent laws, regulations, and compliance issues affecting healthcare information management and privacy. Upon completion of this program, students may be eligible to take the AHIMA CCA, CCS and CCS-P coding exams. This program is not an AAMA certification preparation program.

**Continuing Eligibility Requirements:**

All courses must be completed with a GPA of 2.0 or better.

**First Semester (10 credits)**

BIO 109 or	Essentials of Human Anatomy and Physiology	
BIO 111	Anatomy and Physiology - Normal Structure and Function	4-5
HIT 223	Medical Office Procedures	3
HSC 124	Medical Terminology	3

**Second Semester (13 credits)**

HIT 161	Pathopharmacology for the HIT Professional	3
HIT 205	Introductory ICD Coding	3
HIT 215	Introductory Procedural Coding	3
HIT 224	Medical Insurance and Reimbursement	4

**Third Semester (6 credits)**

HIT 185	Medical Computer Skills and Electronic Health Records	3
HIT 210	Intermediate/Advanced ICD Coding	3
HIT 220	Intermediate/Advanced Procedural Coding	3

**Fourth Semester (3 credits)**

HIT 250	Medical Coding Practicum	3
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**Minimum Credits Required for the Program: 35**

**Program Information Report**

**Medical Billing and Coding (CTMBC)  
Certificate**

**Program Effective Term: Fall 2015**

In this program students will develop comprehensive skills in classifying, coding, reporting, analyzing and managing medical data for both physician's office and large healthcare facility settings. Students will also learn how to code and process claims for reimbursement for multiple healthcare environments, and learn about pertinent laws, regulations, and compliance issues affecting healthcare information management and privacy. Upon completion of this program, students may be eligible to take the AHIMA CCA, CCS and CCS-P coding exams. This program is not an AAMA certification preparation program.

**Continuing Eligibility Requirements:**

All courses must be completed with a GPA of 2.0 or better.

BIO 109 or	Essentials of Human Anatomy and Physiology	
BIO 111	Anatomy and Physiology - Normal Structure and Function	4-5
BOS 223	Medical Office Procedures	3
HSC 124	Medical Terminology	3
BOS 224	Medical Office Insurance and Billing	4
HIT 161	Pathopharmacology for the HIT Professional	3
HIT 205	Introductory ICD Coding	3
HIT 215	Introductory Procedural Coding	3
BOS 185	Medical Computer Skills and Electronic Health Records	3
HIT 210	Intermediate/Advanced ICD Coding	3
HIT 220	Intermediate/Advanced Procedural Coding	3
HIT 250	Medical Coding Practicum	3

**Minimum Credits Required for the Program: 35**

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: CTMBC Program Name: Medical Billing and Coding

Effective Term: 201501

Division Code: BCTD Department: Business Office Systems

RECEIVED DIVISION JAN 2015

**Directions:**

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

**Requested Changes:**

<input type="checkbox"/> Review	<input type="checkbox"/> Program admission requirements
<input checked="" type="checkbox"/> Remove course(s): <u>CMC 121</u>	<input type="checkbox"/> Continuing eligibility requirements
<input checked="" type="checkbox"/> Add course(s): <u>HIT 161</u>	<input type="checkbox"/> Program outcomes
<input type="checkbox"/> Program title (title was _____)	<input type="checkbox"/> Accreditation information
<input type="checkbox"/> Description	<input type="checkbox"/> Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses)
<input type="checkbox"/> Type of award	<input type="checkbox"/> Other _____
<input type="checkbox"/> Advisors	
<input type="checkbox"/> Articulation information	

Show all changes on the attached page from the catalog.

**Rationale for proposed changes or discontinuation:**  
 Due to Medical Assisting content and program requirements, CMC 121<sup>is</sup> being replaced with HIT 161.

**Financial/staffing/equipment/space implications:**  
 N/A

**List departments that have been consulted regarding their use of this program.**  
 N/A

**Signatures:**

Reviewer	Print Name	Signature	Date
Initiator	Amy Loskowski		1-9-15
Department Chair	Joyce Jenkins		1-9-15
Division Dean/Administrator	Kimberly Hurns		1/13/15
Vice President for Instruction	William Abernethy		1/23/15
President			

Do not write in shaded area. Entered in: Banner  C&A Database  Log File 1/28/15 Board Approval

Please submit completed form to the Office of Curriculum and Assessment and email an electronic copy to [sjohn@wccnet.edu](mailto:sjohn@wccnet.edu) for posting on the website.

*no* logged 1/13/15 sjl

# Medical Billing and Coding (CTMBC)

Certificate

2013 - 2014 2014 - 2015

## Description

In this program students will develop comprehensive skills in classifying, coding, reporting, analyzing and managing medical data for both physician's office and large healthcare facility settings. Students will also learn how to code and process claims for reimbursement for multiple healthcare environments, and learn about pertinent laws, regulations, and compliance issues affecting healthcare information management and privacy. Upon completion of this program, students may be eligible to take the AHIMA CCA, CCS and CCS-P coding exams. This program is not an AAMA certification preparation program.

## Continuing Eligibility

All courses must be completed with a GPA of 2.0 or better.

## Contact Information

**Division:** Business/Computer Technologies  
**Department:** Business Office Systems Dept  
**Advisors:** Amy Loskowski, Joyce Jenkins

## Requirements

### First Semester

Class	Title	Credits
BIO 109	or Essentials of Human Anatomy and Physiology	4
BIO 111	Anatomy and Physiology - Normal Structure and Function	4-5
BOS 223	Medical Office Procedures	3
HSC 124	Medical Terminology	3
<b>Total</b>		<b>10-11</b>

### Second Semester

Class	Title	Credits
BOS 224	Medical Office Insurance and Billing	4
<del>CMC 121</del>	<del>Pharmacology for Medical Assisting</del>	<del>3</del>
HIT 205	Introductory ICD Coding	3
HIT 215	Introductory Procedural Coding	3
<b>Total</b>		<b>13</b>

HIT161 3 credits

### Third Semester

Class	Title	Credits
BOS 185	Medical Computer Skills and Electronic Health Records	3
HIT 210	Intermediate/Advanced ICD Coding	3
HIT 220	Intermediate/Advanced Procedural Coding	3
<b>Total</b>		<b>9</b>

### Fourth Semester

Class	Title	Credits
HIT 250	Medical Coding Practicum	3
<b>Total</b>		<b>3</b>

**Total Credits Required: 35-36**

## Gainful Employment Disclosures

## Program Information Report

### School of Business and Entrepreneurial Studies

Learn the fundamentals you will need to become a business leader or entrepreneur. These programs help you develop entry-level skills in various aspects of business. Whether your goal is to make your place in an existing industry or branch out on your own, these programs can provide the foundation for success.

Washtenaw Community College offers programs at several levels for students who want to begin new careers, or advance in their existing careers. The first level is the certificate, which can vary from nine to thirty-six credits, depending on the field. Certificates generally prepare students for entry-level jobs.

After completing a certificate, students can progress to the next level, the advanced certificate. The credit hours required for these programs also vary. This type of certificate provides a more specialized level of skill development, and often allows students to upgrade their positions at their places of employment.

The next level, an Associate in Applied Science, is available for some programs. For some career fields, it is possible to earn a certificate, an advanced certificate, and an Associate in Applied Science degree in the same field. In these cases, the credit hours from the certificate and advanced certificate can be applied to the credit hours needed for the Associate in Applied Science degree.

Alternatively, students can earn an AAS in Occupational Studies by completing a certificate, advanced certificate (if one exists) and General Education requirements.

### Business Office Systems

Whether you are just starting out in an office or advancing to a high-level administrative or executive assistant position, these programs can help you achieve your goals.

**Program Information Report**

**Medical Billing and Coding (CTMBC)  
Certificate**

**Program Effective Term: Fall 2014**

In this program students will develop comprehensive skills in classifying, coding, reporting, analyzing and managing medical data for both physician's office and large healthcare facility settings. Students will also learn how to code and process claims for reimbursement for multiple healthcare environments, and learn about pertinent laws, regulations, and compliance issues affecting healthcare information management and privacy. Upon completion of this program, students may be eligible to take the AHIMA CCA, CCS and CCS-P coding exams. This program is not an AAMA certification preparation program.

**Continuing Eligibility Requirements:**

All courses must be completed with a GPA of 2.0 or better.

<b>First Semester</b>		<b>(10 credits)</b>
BIO 109 or	Essentials of Human Anatomy and Physiology	4
BIO 111	Anatomy and Physiology - Normal Structure and Function	3
BOS 223	Medical Office Procedures	3
HSC 124	Medical Terminology	3
<b>Second Semester</b>		<b>(13 credits)</b>
BOS 224	Medical Office Insurance and Billing	4
CMC 121	Pharmacology for Medical Assisting	3
HIT 205	Introductory ICD Coding	3
HIT 215	Introductory Procedural Coding	3
<b>Third Semester</b>		<b>(9 credits)</b>
BOS 185	Medical Computer Skills and Electronic Health Records	3
HIT 210	Intermediate/Advanced ICD Coding	3
HIT 220	Intermediate/Advanced Procedural Coding	3
<b>Fourth Semester</b>		<b>(3 credits)</b>
HIT 250	Medical Coding Practicum	3
<b>Minimum Credits Required for the Program:</b>		<b>35</b>

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: CTMBC Program Name: Medical Billing and Coding

Effective Term: Fall 2014

Division Code: BCTD Department: Business Office Systems

**Directions:**

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

**Requested Changes:**

- |  |   |
|--|---|
| <input type="checkbox"/> Review                                      | <input type="checkbox"/> Program admission requirements   |
| <input checked="" type="checkbox"/> Remove course(s): <u>HIT 101</u> | <input type="checkbox"/> Continuing eligibility requirements  |
| <input checked="" type="checkbox"/> Add course(s): <u>HSC 124</u>    | <input type="checkbox"/> Program outcomes   |
| <input type="checkbox"/> Program title (title was _____)             | <input type="checkbox"/> Accreditation information  |
| <input type="checkbox"/> Description                                 | <input type="checkbox"/> Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses) |
| <input type="checkbox"/> Type of award                               | <input type="checkbox"/> Other _____  |
| <input type="checkbox"/> Advisors                                    |   |
| <input type="checkbox"/> Articulation information                    |   |

Show all changes on the attached page from the catalog.

**Rationale for proposed changes or discontinuation:**

HSC 124 is the replacement course for HIT 101, which will be discontinued in the fall of 2014.

**Financial/staffing/equipment/space implications:**

No changes in or additional staffing/equipment/space resources required.

**List departments that have been consulted regarding their use of this program.**

N/A

**Signatures:**

Reviewer	Print Name	Signature	Date
Initiator	Joyce Jenkins		1/24/14
Department Chair	Joyce Jenkins		1/24/14
Division Dean/Administrator	Rosemary Wilson		1/27/14
Vice President for Instruction	Bill Abernethy		2/17/14
President	Rose Bellanca		

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Please submit completed form to the Office of Curriculum and Assessment and email an electronic copy to [sjohn@wccnet.edu](mailto:sjohn@wccnet.edu) for posting on the website.

logged 1/28/14 sjv  
Office of Curriculum & Assessment

# ACADEMICS

## Medical Billing and Coding (CTMBC)

Certificate

2013 - 2014

### Description

In this program students will develop comprehensive skills in classifying, coding, reporting, analyzing and managing medical data for both physician's office and large healthcare facility settings. Students will also learn how to code and process claims for reimbursement for multiple healthcare environments, and learn about pertinent laws, regulations, and compliance issues affecting healthcare information management and privacy. Upon completion of this program, students may be eligible to take the AHIMA CCA, CCS and CCS-P coding exams. This program is not an AAMA certification preparation program.

### Continuing Eligibility

All courses must be completed with a GPA of 2.0 or better.

### Contact Information

**Division:** Business/Computer Technologies

**Department:** Business Office Systems Dept

**Advisors:** Amy Loskowski, Joyce Jenkins

### Requirements

#### First Semester

Class	Title	Credits
<u>BIO 109</u>	or Essentials of Human Anatomy and Physiology	
<u>BIO 111</u>	Anatomy and Physiology - Normal Structure and Function	4
<u>BOS 223</u>	Medical Office Procedures	3
<del>HIT 101</del>	<del>Healthcare Terminology for the Health Information Technology Professional</del>	<del>3</del>
<b>Total</b>		<b>10</b>

HSC 124 - Medical Terminology

#### Second Semester

Class	Title	Credits
<u>BOS 224</u>	Medical Office Insurance and Billing	4
<u>CMC 121</u>	Human Disease and Pharmacology	2
<u>HIT 205</u>	Introductory ICD Coding	3
<u>HIT 215</u>	Introductory Procedural Coding	3
<b>Total</b>		<b>12</b>

#### Third Semester

Class	Title	Credits
<u>BOS 185</u>	Medical Computer Skills and Electronic Health Records	3
<u>HIT 210</u>	Intermediate/Advanced ICD Coding	3
<u>HIT 220</u>	Intermediate/Advanced Procedural Coding	3
<b>Total</b>		<b>9</b>

#### Fourth Semester

Class	Title	Credits
<u>HIT 250</u>	Medical Coding Practicum	3
<b>Total</b>		<b>3</b>

**Total Credits Required: 34**

### Gainful Employment Disclosures



**Program Information Report**

**Medical Billing and Coding (CTMBC)**

**Certificate**

**Program Effective Term: Fall 2013**

In this program students will develop comprehensive skills in classifying, coding, reporting, analyzing and managing medical data for both physician's office and large healthcare facility settings. Students will also learn how to code and process claims for reimbursement for multiple healthcare environments, and learn about pertinent laws, regulations, and compliance issues affecting healthcare information management and privacy. Upon completion of this program, students may be eligible to take the AHIMA CCA, CCS and CCS-P coding exams. This program is not an AAMA certification preparation program.

**Continuing Eligibility Requirements:**

All courses must be completed with a GPA of 2.0 or better.

BIO 109 or	Essentials of Human Anatomy and Physiology		
BIO 111	Anatomy and Physiology - Normal Structure and Function		4
BOS 223	Medical Office Procedures		3
HIT 101	Healthcare Terminology for the Health Information Technology Professional		3
BOS 224	Medical Office Insurance and Billing		4
CMC 121	Human Disease and Pharmacology		2
HIT 205	Introductory ICD Coding		3
HIT 215	Introductory Procedural Coding		3
BOS 185	Medical Computer Skills and Electronic Health Records		3
HIT 210	Intermediate/Advanced ICD Coding		3
HIT 220	Intermediate/Advanced Procedural Coding		3
HIT 250	Medical Coding Practicum		3
<b>Minimum Credits Required for the Program:</b>			<b>34</b>

**PROGRAM PROPOSAL FORM**

- Preliminary Approval** – Check here when using this form for preliminary approval of a program proposal, and respond to the items in general terms.
- Final Approval** – Check here when completing this form after the Vice President for Instruction has given preliminary approval to a program proposal. For final approval, complete information must be provided for each item.

<b>Program Name:</b>	<u>Medical Billing and Coding Certificate</u>	<b>Program Code:</b>
<b>Division and Department:</b>	<u>BCT – Business Office Systems Department</u>	<u>CTMBC</u>
<b>Type of Award:</b>	<input type="checkbox"/> AA <input type="checkbox"/> AS <input type="checkbox"/> AAS <input checked="" type="checkbox"/> Cert. <input type="checkbox"/> Adv. Cert. <input type="checkbox"/> Post-Assoc. Cert. <input type="checkbox"/> Cert. of Comp.	
<b>Effective Term/Year:</b>	<u>Fall 2013</u>	<b>CIP Code:</b>
<b>Initiator:</b>	<u>Joyce Jenkins/Amy Loskowski</u>	<b>51.0713</b>
<b>Program Features</b> Program's purpose and its goals.  Criteria for entry into the program, along with projected enrollment figures.  Connection to other WCC programs, as well as accrediting agencies or professional organizations.  Special features of the program.	<p>This program will provide students with advanced skills in medical office billing, coding, reimbursement, and health information management. At the conclusion of this program, students should be prepared to complete the American Health Information Management Association (AHIMA) CCA, CCS, and CCS-P medical coding certifications.</p> <p>College level reading, writing, and math skills will be required for entry into this program. There will be no other requirements for entry into this program.</p> <p>Currently the BOS Department has a single Medical Billing, Coding, and Reimbursement class that garners approximately 40- 48 students per Fall and Winter Semester (approximately 90 students per academic year). The course focuses primarily on physician office billing and coding. This program will provide additional emphasis on large healthcare facility coding and reimbursement concerns and should attract additional students that wish to work in a hospital environment. With two major hospitals within 3 miles of WCC, this program will significantly enhance the employability of WCC students.</p> <p>The courses in this program are also expected to be incorporated into an AHIMA RHIT based Health Information Management associate degree program.</p> <p>The Business Office Systems Department has traditionally taught medical billing, coding, reimbursement, office procedures and practice management systems skills. BOS is currently teaching the Administrative Assistant Technology AAS Degree program with a Medical Administrative Assistant option, and BOS coding, billing, office administration and practice management systems courses are prominently featured in the recent Medical Office Assistant (Clinical) program.</p>	

*In done*  
 Office of Curriculum & Assessment  
 logged 2/8/13 sjv

<p><b>Need</b></p> <p>Need for the program with evidence to support the stated need.</p>	<p>“According to the Bureau of Labor Statistics, demand for HIM professionals will increase by 20 percent through 2018.” Source: <a href="http://www.ahima.org/careersinhim/default.aspx">http://www.ahima.org/careersinhim/default.aspx</a></p>																							
<p><b>Program Outcomes/Assessment</b></p> <p>State the knowledge to be gained, skills to be learned, and attitudes to be developed by students in the program.</p> <p>Include assessment methods that will be used to determine the effectiveness of the program.</p>	<p><u>Outcomes</u></p> <p>1) Recognize and apply conventions ICD diagnosis and CPT and HCPCS to services, procedures, and supplies that require coding.</p>	<p><u>Assessment method</u></p> <p>Employer evaluation and assessment review from HIT 250</p>																						
	<p>2) Apply compliance, regulatory guidelines, and reporting requirements for acute care, outpatient, and physician practice based services, and be able to apply policies and procedures for access to and disclosure of personal health information to authorized individuals and agencies.</p>	<p>Written and practical exams from BOS 224</p>																						
	<p>3) Apply reimbursement and billing methodologies, and to process claim denials and/or appeals.</p>	<p>Written exams from BOS 224</p>																						
<p><b>Curriculum</b></p> <p>List the courses in the program as they should appear in the catalog. List minimum credits required. Include any notes that should appear below the course list.</p>	<p>BOS 185 Medical Computer Skills and Electronic Health Records 3cr          BOS 223 Medical Office Procedures 3cr          BOS 224 Medical Office Insurance and Billing 4cr          BIO 109 Essentials of Human Anatomy and Physiology 4cr          or          BIO 111 Anatomy and Physiology: Normal Structure and Function 5cr          CMC 121 Human Disease and Pharmacology 2cr          HIT 101 Healthcare Terminology for the HIT Professional 3cr          HIT 205 Introductory ICD Coding 3cr          HIT 210 Intermediate/Advanced ICD Coding 3cr          HIT 215 Introductory Procedural Coding 3cr          HIT 220 Intermediate/Advanced Procedural Coding 3cr          HIT 250 Coding Practicum/Internship 3cr</p> <p style="text-align: center;"><b>Total Credits Required: 34 – 35 credits</b></p>																							
<p><b>Budget</b></p> <p>Specify program costs in the following areas, per academic year: Electronic Health Records/Practice Management Software System.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%;">START-UP COSTS</th> <th style="width: 25%;">ONGOING COSTS</th> </tr> </thead> <tbody> <tr> <td><b>Faculty</b></td> <td style="text-align: right;">\$ .</td> <td style="text-align: right;">\$ .</td> </tr> <tr> <td><b>Training/Travel</b></td> <td style="text-align: right;">.</td> <td style="text-align: right;">.</td> </tr> <tr> <td><b>Materials/Resources</b></td> <td style="text-align: right;">2500.00</td> <td style="text-align: right;">2500.00</td> </tr> <tr> <td><b>Facilities/Equipment</b></td> <td style="text-align: right;">.</td> <td style="text-align: right;">.</td> </tr> <tr> <td><b>Other</b></td> <td style="text-align: right;">.</td> <td style="text-align: right;">.</td> </tr> <tr> <td style="text-align: right;"><b>TOTALS:</b></td> <td style="text-align: right;"><b>\$ 2500.00</b></td> <td style="text-align: right;"><b>\$ 2500.00</b></td> </tr> </tbody> </table>				START-UP COSTS	ONGOING COSTS	<b>Faculty</b>	\$ .	\$ .	<b>Training/Travel</b>	.	.	<b>Materials/Resources</b>	2500.00	2500.00	<b>Facilities/Equipment</b>	.	.	<b>Other</b>	.	.	<b>TOTALS:</b>	<b>\$ 2500.00</b>	<b>\$ 2500.00</b>
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<b>Program Description for Catalog and Web site</b>	In this program students will develop comprehensive skills in classifying, coding, reporting, analyzing and managing medical data for both physician's office and large healthcare facility settings. Students will also learn how to code and process claims for reimbursement for multiple healthcare environments, and learn about pertinent laws, regulations, and compliance issues affecting healthcare information management and privacy. Upon completion of this program, students may be eligible to take the AHIMA CCA, CCS, and CCS-P coding exams. This program is not an AAMA certification preparation program.
<b>Program Information</b>	<p><b>Accreditation/Licensure</b> – This program will prepare students to complete AHIMA CCA, CCS, and CCS-P coding and billing certifications, and the courses in this program will likely be built into an AHIMA accredited RHIT (Registered Health Information Technician) associate degree program.</p> <p><b>Advisors</b> – Amy Loskowski and Joyce Jenkins.</p> <p><b>Advisory Committee</b> - Initial advisors are expected to include Amy Loskowski, Sherry Bishop, Joyce Jenkins, and Susan Travis of the College and Lillie Carter of the University of Michigan Hospital.</p> <p><b>Admission requirements</b> –</p> <p><b>Articulation agreements</b> – It is expected that this program will be included in the Health Administration articulation agreement with Eastern Michigan University</p> <p><b>Continuing eligibility requirements</b> – 2.0 GPA. <i>in each course</i></p>

**Assessment plan:**

Program outcomes to be assessed	Assessment tool	When assessment will take place	Courses/other populations	Number students to be assessed
Recognize and apply conventions ICD diagnosis and CPT and HCPCS to services, procedures, and supplies that require coding.	Employer evaluation and assessment review from HIT 250	Winter 2017	All	All
Apply compliance, regulatory guidelines, and reporting requirements for acute care, outpatient, and physician practice based services, and be able to apply policies and procedures for access to and disclosure of personal health information to authorized individuals and agencies.	Written and practical exams from BOS 224	Fall 2013	All	All
Apply reimbursement and billing methodologies, and to process claim denials and/or appeals.	Written exams from BOS 224	Fall 2013	All	All

**Scoring and analysis plan:**

1. Indicate how the above assessment(s) will be scored and evaluated (e.g. departmentally-developed rubric, external evaluation, other). Attach the rubric.

Departmental faculty will score both written and practical exams in BOS 224 using checklists, answer keys, and rubrics. The HIT 250 Coding Practicum/Internship will be assessed using an employer evaluation and assessment review.

- Indicate the standard of success to be used for this assessment.





75% of students will score 75% or higher on both written and/or practical exams in BOS 224, while students in HIT 250 will score 75% or higher on the employer evaluation and assessment review.

- Indicate who will score and analyze the data.

BOS Departmental Faculty

- Explain how and when the assessment results will be used for program improvement.

BOS Departmental Faculty will review assessment results and make any revisions necessary to the program.

REVIEWER	PRINT NAME	SIGNATURE	DATE
Department Chair/Area Director	Joyce Jenkins		2-8-13
Dean	Rosemary Wilson		2/11/13
Vice President for Instruction <input type="checkbox"/> Approved for Development <input type="checkbox"/> Final Approval	Stuart Blacklaw		3/4/13
President	Rose Bellanca		4/9/13
Board Approval			3/26/13

# Medical Billing and Coding Certificate

2013 - 2014 Program Year		
<b>First Semester</b>		
Class	Title	Credits
BIO 109	Essentials of Human Anatomy and Physiology	4
or		
BIO 111	Anatomy and Physiology: Normal Structure and Function	5
BOS 223	Medical Office Procedures	3
HIT 101	Healthcare Terminology for the HIT Professional	3
<b>Total</b>		<b>10 - 11</b>
<b>Second Semester</b>		
BOS 224	Medical Office Insurance and Billing	4
CMC 121	Human Disease and Pharmacology	2
HIT 205	Introductory ICD Coding	3
HIT 215	Introductory Procedural Coding	3
<b>Total</b>		<b>12</b>
<b>Third Semester</b>		
HIT 210	Intermediate/Advanced ICD Coding	3
HIT 220	Intermediate/Advanced Procedural Coding	3
BOS 185	Medical Computer Skills & Electronic Health Records	3
<b>Total</b>		<b>9</b>
<b>Fourth Semester</b>		
HIT 250	Coding Practicum/Internship	3
<b>Total</b>		<b>3</b>
<b>Total Credits Required</b>		<b>34 - 35</b>