

Required Courses

Required Discipline Courses (32 credits)

BUSN 1132	Workplace Skills and Professionalism	1 cr
BUSN 1166	Business Communications.....	3 cr
COMP 1102	Introduction to Keyboarding.....	1 cr
COMP 1120	Introduction to Computer Applications	3 cr
HINS 1120	Health Information Privacy and Security	1 cr
HINS 1122	Body Structures and Functions for Healthcare Professionals	3 cr
HINS 1144	Pharmacology for Healthcare Admin	1 cr
HINS 1152	Medical Insurance and Billing	2 cr
HINS 1163	Medical Office Procedures	2 cr
HINS 1320	Medical Coding I.....	2 cr
HINS 1322	Medical Coding II.....	3 cr
HINS 1324	Medical Coding III.....	2 cr
HINS 1360	Medical Terminology.....	3 cr
HINS 2144	Legal Aspects of Healthcare	2 cr
HINS 2148	Healthcare Management and Organization.....	3 cr

GRADUATION REQUIREMENT - 32 CREDITS

Description

The Medical Coding and Billing diploma prepares students for positions in healthcare billing, coding, and reimbursement. Building on the Medical Registrar Certificate, students learn to accurately apply ICD-10-CM, CPT, and HCPCS Level II coding systems, process insurance claims, and interpret reimbursement methodologies. Coursework emphasizes data accuracy, regulatory compliance, confidentiality, and professional communication within healthcare settings. Graduates are prepared for positions such as medical coder, billing specialist, or insurance claims processor and may pursue national certification exams offered by the American Academy of Professional Coders (AAPC).

Outcomes

By completing this program, students will achieve the following learning outcomes:

- Assign and sequence ICD-10-CM, CPT, and HCPCS Level II codes accurately according to official coding guidelines and payer requirements;
- Apply insurance and reimbursement methodologies to support accurate claim submission, payment posting, and denial management;
- Analyze provider documentation to ensure clinical accuracy, compliance, and completeness of coded health records;
- Use software, encoders, and electronic health record systems to manage coding, billing, and claim processes;
- Apply privacy, security, and compliance standards in accordance with HIPAA and other federal, state, and organizational regulations;
- Communicate effectively and professionally with patients, providers, and third-party payers regarding coding and billing inquiries;
- Demonstrate ethical behavior and integrity when managing patient and financial information within healthcare environments;
- Evaluate the connection between coding accuracy, documentation quality, and reimbursement outcomes in the revenue cycle process;
- Demonstrate readiness for national certification exam, including the Certified Professional Coder (CPC) and Certified Professional Biller (CPB) offered by the American Academy of Professional Coders (AAPC).

Pre-Program Requirements

Some courses may require students to meet College Placement Levels in reading, writing, and/or math. See an advisor for more information.

Graduation Requirements

In addition to the program requirements, students must meet the following conditions in order to graduate:

- College Cumulative GPA Requirement: cumulative grade point average (GPA) of credits attempted and completed at CLC must be at least 2.0.
- College Technical Core GPA Requirement: cumulative GPA of credits attempted and completed towards the technical core of the diploma or degree must be at least 2.0.
- Residency Requirement: students must complete 25% of their credits at Central Lakes College.

Career & Transfer

The medical community depends on educated professionals to analyze, code, and manage medical data that supports continuity of care, reimbursement, and quality improvement. Medical coding and billing specialists play a vital role in ensuring that healthcare organizations are reimbursed accurately and that patient records reflect precise documentation. These professionals work closely with providers, nurses, administrative staff, and third-party payers to maintain compliance, protect patient information, and contribute to the efficient and accurate healthcare operations behind the scenes.

This stackable diploma applies toward the Medical Practice Management A.A.S. degree, providing a clear pathway for career advancement in health information and administration services. Students are also prepared to sit for the national certification exams offered by the American Academy of Professional Coders (AAPC), including the Certified Professional Coder (CPC) and Certified Professional Biller (CPB) credentials individually or combined. Certification exams are optional and not required for program completion.

Upon passing the CPC certification exam, individuals earn the Certified Professional Coder – Apprentice (CPC-A) credential. The apprentice designation (-A) is removed after verified work experience is submitted to AAPC, upgrading the credential to Certified Professional Coder (CPC) status.

Students who obtain this certificate may be qualified to work in any of the following (national certification may be required):

- Medical Coder
- Outpatient Coder
- Billing Specialist
- Patient Accounts Representative
- Revenue Cycle Specialist
- Insurance Claims Processor
- Health Information Technician
- Charge Entry or Payment Posting Clerk
- Claims Resolution Specialist

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Website: <http://www.clcmn.edu> **Email:** askclc@clcmn.edu **Phone:** 800-933-0346



Revised 3/5/2026

Academic Plan

Semester One (18 credits)

BUSN 1132 Workplace Skills and Professionalism 1 cr
BUSN 1166 Business Communications..... 3 cr
COMP 1102 Introduction to Keyboarding..... 1 cr

1st Half Semester

HINS 1122 Body Structures and Functions for Healthcare
Professionals 3 cr
HINS 1163 Medical Office Procedures 2 cr
HINS 1360 Medical Terminology..... 3 cr

2nd Half Semester

HINS 1120 Health Information Privacy and Security 1 cr
HINS 1152 Medical Insurance and Billing 2 cr
HINS 1320 Medical Coding..... 2 cr

Semester Two (14 credits)

COMP 1120 Introduction to Computer Applications 3 cr
HINS 2148 Healthcare Management and Organization..... 3 cr

1st Half Semester

HINS 1144 Pharmacology for Healthcare Admin 1 cr
HINS 1322 Medical Coding II..... 3 cr
HINS 2144 Legal Aspects of Healthcare 2 cr

2nd Half Semester

HINS 1324 Medical Coding III..... 2 cr

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