

STUDENT NAME		SID #	
PROGRAM CHAIR		DATE	

PROGRAM REQUIREMENTS			Requested Substitution/Transfer Credits (if applicable)			Completed		
Course	Course Title	CR	College/University	Course	CR	Grade	Quarter	Year
CORE COURSEWORK								
AHE 100	Introduction to Healthcare	5						
AHE 110	Medical Terminology	5						
AHE 120	Safety for Healthcare	2						
AHEA 100	Medical Law and Ethics	3						
AHEA 102	Introduction to Medical Administration	5						
AHEA 104	Introduction to Billing and Coding	5						
AHEA 106	Medical Computer Systems	5						
AHEA 120	Intermediate Medical Coding	5						
AHEA 122	Intermediate Medical Billing	5						
AHEA 124	Advanced Medical Billing and Coding	5						
<i>Choose one option from the following Anatomy and Physiology courses:</i>		5-12						
AHE 130	Human Systems (5 Cr)							
BIOL 108*	Human Biology (6 Cr)							
BIOL& 241**	Human Anatomy and Physiology I (6 Cr) and							
BIOL& 242**	Human Anatomy and Physiology II (6 Cr)							
<i>Choose 5 credits from the following Diversity and Communication courses:</i>		5						
AHE 140	Professional Relationships in Healthcare (5 Cr)							
BUS 120	Organizational Behavior (5 Cr)							
CMST 280*	Intercultural Communication (5 Cr)							
<i>Choose at least 3 credits from the following Wellness courses:</i>		3-5						
HLTH 145*	Wellness for Healthcare (3 Cr)							
HLTH 250	Wellness (5 Cr)							
NUTR 100	Survey of Nutrition (5 Cr)							
NUTR& 101**	Nutrition (5 Cr)							
<i>Choose 5 credits from the following Information Technology courses:</i>		5						
BTS 161	Business Software Essentials (5 Cr)							
CS 101	Technology and Computer Science (5 Cr)							
IT 101*	Introduction to Information Technology (5 Cr)							
TOTAL		63-72						

* Standard department recommendation. Alternative choices are accepted, to support students' educational and professional goals.

**See Catalog for defined prerequisite or placement standards.

Medical Billing and Coding program will serve the growing need for medical coders and billers as we experience the implementation of the Affordable Care Act, the transition to ICD-10 and electronic coding systems, the legal requirement for increased medical documentation, and the increasing age and retirement rate of the coding workforce. This program utilizes the core health professions courses we already have in place, with the addition of supplemental specialty skill courses. No previous medical office experience is required to enter the program.

LEARNING OUTCOMES:

Certificate recipients should possess the following skills & abilities:

- Be prepared to obtain an entry-level position in their field
- Be prepared to work in ambulatory settings performing administrative and clinical duties
- Meet CAAHEP Standards in the areas of cognitive and psychomotor skills
- Be prepared to pass credentialing and state exams and/or requirements

- Demonstrate critical thinking, teamwork, communication, intercultural appreciation, and technical and information literacy skills
- Meet Social Science, Humanities, Written Communication, and Quantitative Reasoning distribution area outcomes
- Students are required to demonstrate competencies in a wide variety of skills

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/ahe/#certificateAccomplishment_medical_office

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