

Medical Coding and Insurance Billing

Professional/Technical Pathway

This short-term intensive pathway is provided in an online format. The curriculum includes skills, knowledge, and abilities that prepare students for entry-level work in a medical office setting. This pathway is ideal for students with previous office work experience who wish to transition into a medical office setting. Students can complete this non-credit pathway in one term. There is also an option for a second term for those students interested in developing an internship for college credit.

Basic Coding and Insurance Billing Overview

Medical Terminology 1 & 2 Assists students in understanding the health care system, including laboratory, surgical and imaging terms. Explore the basic medical word structure and understand terms that relate to the body. Many body systems are studied, including: digestion, urinary, reproductive, nervous, cardiovascular, respiratory, musculoskeletal, integumentary, sensory and endocrine.

Basic Coding Classification Explores both ICD-9-CM and CPT coding for services furnished by physicians, clinics and hospitals. Codes are used for the processing of every bill or request for payment submitted to Medicare and insurance companies. Participants will use medical terminology and learn the fundamental knowledge and skills necessary for basic diagnostic and procedure coding.

Insurance Billing and Reimbursement Discusses how to increase the chances of getting medical claims paid, decrease denials and expand medical claims submission knowledge. Covers current insurance regulations, basic discussion of medical procedures and coding requirements and how they affect reimbursement. HCFA 1450 and 1500 claim forms are also covered.

Steps to Admission

1. Apply for Admission to PCC (Pathways students only).
2. Take the College placement exam (Pathways students only).
You can call one of the PCC testing centers listed here to learn about exam schedules:
 - Cascade Campus,.....503-978-5234
 - Rock Creek Campus,.....503-614-7300
 - SE Center,.....503-788-6277
 - Sylvania Campus,.....503-977-4533
 For information on a Compass test-taking workshop, contact 503-788-6218.
3. Speak with the training contact.

Features

- Students participate in three hours a week of Career Planning.
- A cohort learning community is developed and an Employment Specialist supports students as they pursue employment in this field.
- Training is on the State of Oregon Eligible Training Provider list (WIA).
- This pathway is offered in partnership with PCC Institute for Health Professionals and PCC Occupational Skills Department.

Prerequisites

- High School Diploma or GED.
- Previous clerical work experience.
- COMPASS placement exam (results of the exam should place students into Writing 90, Reading 90, and Math 20).
- Computer skills and type 30 wpm.

Training Format

Classes are in a hybrid format which combines classroom and online learning. Students will need a home computer with internet access and should be prepared to study +20 hours per week. For details on the technical requirements for online classes visit www.distance.pcc.edu. Additionally, Career Pathways students will attend a weekly 3 hour Career Planning class to hone their job search skills in the area of entry-level medical office work.

Courses

Term 1

CEU 940N	Basic Coding and Insurance Billing	non-credit
WFTT23	Career Planning.....	non-credit

Term 2 (Optional)

Internship	8–16 credits
------------------	--------------

Costs

Estimated:.....	Term 1	Term 2
Tuition and Fees*	\$2,153.00	\$1,230.20
Books.....	\$492.25	—
Total	\$2,645.25	\$1,230.20**
Total both terms (Includes parking pass)	\$3875.45	

* Includes fee for career guidance, Career Planning course and job placement assistance.

** Cost includes full-time, 16 credit internship.

Contact

Laurie Chadwick, 503-788-6233, laurie.chadwick@pcc.edu

For more detailed information visit our web page at:

www.pcc.edu/cp

Portland Community College is an Affirmative Action, Equal Employment Opportunity Institution. If you have a disability that requires any special materials, services or assistance, please contact the Office for Students with Disabilities, 503-977-4341, TTY 503-977-4877, at least 72 hours prior to the first class so we may arrange appropriate accommodations. For general information via TTY, call 503-977-4877.