TECHNICAL CERTIFICATE
MEDICAL BILLER/CODER
2011 - 2012

GENERAL EDUCATION CORE			REQ	COMP	NEED
COMM 101	Principles of Speech	**OR**	3		
COMM 202	Interpersonal Communications				
HRPT 185	Human Relations in Organizations	**OR**	3		
PSYC 101	Intro to Psychology				
		TOTAL	6		

PROGRAM REQUIREMENTS			REQ	COMP	NEED
CITPT 102	Computerized Ten-key		1		
CITPT 110	Business Computer Skills		3		
GNBPT 122	Business English		3		
GNBPT 202	Prof Math Applications	**OR**	3		
MTHPT 137	Math for Technology (4 cr)	**OR**			
MTHPT 130	Math for Business Analysis (4 cr)				
MEDPT 172	Medical Terminology		4		
MEDPT 175	Administrative Medical Assisting I		3		
MEDPT 259	Patient Record Systems		3		
MEDPT 275	Medical Office ICD9/CPT Coding		3		
WRPPT 200	Word Processing		3		
Completion of a Technical Skills Assessment is required					
		TOTAL	26		

SUMMARY			
GENERAL EDUCATION	6		
PROGRAM REQUIREMENTS	26		
TOTAL	32		

NOTES, SUBSTITUTIONS & WAIVERS