Health Sciences

Medical Billing and Coding (CTMBC)
Certificate
Program Effective Term: **Fall 2025**

High Demand Occupation   High Skill Occupation   High Wage Occupation

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 102 or 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 102 or	Human Biology	
BIO 109 or	Essentials of Human Anatomy and Physiology	
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

Minimum Credits Required for the Program: **32**

PROGRAM CHANGE FORM

Program Code: CTMBC	Current Program Name: Medical Billing & Coding	Effective Term: Fall 2025
Division Code: HLT	Department: Health Sciences	

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:

☐ Remove course(s): _____
☒ Add course(s): BIO 102 _____
☐ Program title (new title is _____)
☐ Description
☐ Advisors
☐ Program admission requirements
☐ Continuing eligibility requirements

Show all changes on the catalog page you attach.

* Please submit a Program Assessment Plan Change form.

☐ Program outcomes (may also result from removing or adding a course)*
☐ Program assessment plan*
☐ Accreditation information
☐ Other _____

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.

Rationale for proposed changes:
We are adding BIO 102 (Human Biology) as a prerequisite option. BIO 102 is an online course (DL). As of Fall 2025 all MBC courses will be DL. We needed a DL version of Human Anatomy and Physiology to market this program as a totally distance learning program. Students will still be able to take BIO 109 and BIO 111 if they desire.

Financial/staffing/equipment/space implications: None

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

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	Kiela Samuels	Kiela Samuels	11/1/2024
Department Chair	Valerie Greaves	*Valerie Greaves*	1/26/25
Division Dean/Administrator	Shari Lambert	Shari Lee Lambert, DNP, RN Digitally signed by Shari Lee Lambert, DNP, RN Date: 2025.01.27	

Reviewer	Print Name	Signature	Date

Curriculum Committee Chair	Randy Van Wagnen	**RVANWAGNEN**	**3-17-25**
Assessment Committee Chair	Jessica Hale	**JHale**	**3/27/25**
Executive Vice President for Instruction	Dr. Brandon Tucker	*[signature]*	3/31/25

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Reviewed by C&A Committees 2/20/25

Major/Area Requirements		Credits
Program Prerequisite Courses:		
BIO 102 or 109	Essentials of Human Anatomy and Physiology	4
or BIO 111	or Anatomy and Physiology - Normal Structure and Function	
HSC 124	Medical Terminology	3
	Credits	**7**
First Semester		
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
	Credits	**12**
Second Semester		
MBC 210	Intermediate/Advanced ICD-10 CM Coding	3
MBC 220	Intermediate/Advanced Procedural Coding	3
MBC 224	Medical Insurance and Reimbursement	4
	Credits	**10**
Third Semester		
MBC 255	Medical Coding Capstone	3
	Credits	**3**
	Total Credits	

Plan of Study Grid

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	
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

Minimum Credits Required for the Program: **32**

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:

☒ Remove course(s): _MBC 250_
☒ Add course(s): _MBC 255_
☐ Program title (new title is _____)
☒ Description
☒ Advisors
☐ Program admission requirements
☐ Continuing eligibility requirements

Show all changes on the catalog page you attach.

* Please submit a Program Assessment Plan Change form.

☒ Program outcomes (may also result from removing or adding a course)*
☒ Program assessment plan*
☐ Accreditation information
☐ Other _____

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.

Rationale for proposed changes:
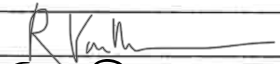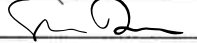Inactivation of MBC 250 and Reactivation of MBC 255 in preparation for MBC online program.

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	*Kiela M. Samuel*	10/11/2022
Department Chair	Rene Stark	*Rene Stark*	10/18/2022
Division Dean/Administrator	Shari Lambert	*Shari Lambert*	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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Health Sciences

Medical Billing and Coding (CTMBC)
Certificate

Program Effective Term: **Fall 2022**

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 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	
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 250	Medical Coding Practicum	3

Minimum Credits Required for the Program: **32**

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.

Major/Area Requirements		(7 credits)
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

First Semester		(12 credits)
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

Second Semester		(10 credits)
MBC 210	Intermediate/Advanced ICD Coding	3
MBC 220	Intermediate/Advanced Procedural Coding	3
MBC 224	Medical Insurance and Reimbursement	4

Third Semester		(3 credits)
MBC 250	Medical Coding Practicum	3

Minimum Credits Required for the Program: **32**

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: CTMBC   **Program Name:** Medical Billing and Coding   **Effective Term:** Fall ~~2016~~ 2017

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

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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:

☐ Review
☒ Remove course(s): _MBC 161
☐ Add course(s): _____
☐ Program title (title was _____)
☐ Description
☐ Type of award
☐ Advisors
☐ Articulation information

☒ Program admission requirements
☐ Continuing eligibility requirements
☐ Program outcomes
☐ Accreditation information
☐ Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses)
☒ Other change course sequence

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 requriement.

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	*Connie Foster/Kelly Shew*	1/26/17
Department Chair	Connie Foster		
Division Dean/Administrator	Valerie Greaves	*Valerie Greaves*	2/2/17
Vice President for Instruction	Kimberly Hurns	*Kim Hurns*	3/7/2017
President		N/A	

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

Done 3/8/17 MO

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
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
Total			10 - 11

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

Second Semester

Class	Title	Credits
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
Total		13

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

Third Semester

Class	Title	Credits
MBC 185	Medical Computer Skills and Electronic Health Records	3
MBC 210	Intermediate/Advanced ICD Coding	3
MBC 220	Intermediate/Advanced Procedural Coding	3
Total		9

MBC 250 3 credits

Fourth Semester

Class	Title	Credits
MBC 250	Medical Coding Practicum	3
Total		3

Total Credits Required: 35 - 36

32 - 33

Gainful Employment Disclosures

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**

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		(9 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

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**

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:

☐ Review
☒ Remove course(s): ___CMC 121___
☒ Add course(s): ___HIT 161___
☐ Program title (title was _____)
☐ Description
☐ Type of award
☐ Advisors
☐ Articulation information

☐ Program admission requirements
☐ Continuing eligibility requirements
☐ Program outcomes
☐ Accreditation information
☐ Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses)
☐ Other_____

Show all changes on the <u>attached page from the catalog</u>.

Rationale for proposed changes or discontinuation:

Due to Medical Assisting content and program requirements, CMC 121, 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	*signature*	1-9-15
Department Chair	Joyce Jenkins	*signature*	1-9-15
Division Dean/Administrator	Kimberly Hurns	*signature*	1/13/15
Vice President for Instruction	William Abernethy	*signature*	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 for posting on the website.

logged 1/13/15 SJ

Office of Curriculum & Assessment   http://www.wccnet.edu/departments/curriculum

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
Total			10 — 11

Second Semester

Class	Title	Credits
BOS 224	Medical Office Insurance and Billing	4
~~CMC 121~~	~~Pharmacology for Medical Assisting~~	3 *HIT161 3 credits*
HIT 205	Introductory ICD Coding	3
HIT 215	Introductory Procedural Coding	3
Total		13

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
Total		9

Fourth Semester

Class	Title	Credits
HIT 250	Medical Coding Practicum	3
Total		3

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.

First Semester		(10 credits)
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
HSC 124	Medical Terminology	3

Second Semester		(13 credits)
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

Third Semester		(9 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

Fourth Semester		(3 credits)
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: 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:

☐ Review
☒ Remove course(s): ___HIT 101___
☒ Add course(s): ___HSC 124___
☐ Program title (title was _____)
☐ Description
☐ Type of award
☐ Advisors
☐ Articulation information

☐ Program admission requirements
☐ Continuing eligibility requirements
☐ Program outcomes
☐ Accreditation information
☐ Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses)
☐ Other _____

Show all changes on the <u>attached page from the catalog</u>.

Rationale for proposed changes or discontinuation:

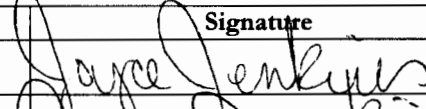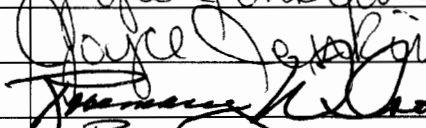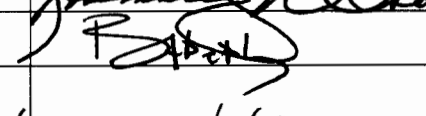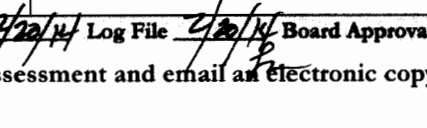HSC 124 is the replacement course for HIT 101, which will be discontinued in the fall of 2014.

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	Joyce Jenkins	1/24/14
Department Chair	Joyce Jenkins	Joyce Jenkins	1/24/14
Division Dean/Administrator	Rosemary Wilson	Rosemary Wilson	1/27/14
Vice President for Instruction	Bill Abernethy	B Aberl	2/17/14
President	Rose Bellanca		

Do not write in shaded area. Entered in: Banner_____ C&A Database 4/22/14 Log File 4/22/14 Board Approval _____

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

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
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
Total			10

HSC 124 – Medical Terminology (handwritten)

Second Semester

Class	Title	Credits
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
Total		12

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
Total		9

Fourth Semester

Class	Title	Credits
HIT 250	Medical Coding Practicum	3
Total		3

| | 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

Minimum Credits Required for the Program: **34**

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.

Program Name:	Medical Billing and Coding Certificate	**Program Code:**
Division and Department:	BCT – Business Office Systems Department	CTMBC
Type of Award:	☐ AA ☐ AS ☐ AAS ☒ Cert. ☐ Adv. Cert. ☐ Post-Assoc. Cert. ☐ Cert. of Comp.	
Effective Term/Year:	Fall 2013	**CIP Code:**
Initiator:	Joyce Jenkins/Amy Loskowski	**51.0713**

Program Features 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.	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. 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. 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. The courses in this program are also expected to be incorporated into an AHIMA RHIT based Health Information Management associate degree program. 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.

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Office of Curriculum & Assessment
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Need Need for the program with evidence to support the stated need.	"According to the Bureau of Labor Statistics, demand for HIM professionals will increase by 20 percent through 2018." Source: http://www.ahima.org/careersinhim/default.aspx	
Program **Outcomes/Assessment** State the knowledge to be gained, skills to be learned, and attitudes to be developed by students in the program. Include assessment methods that will be used to determine the effectiveness of the program.	Outcomes 1) Recognize and apply conventions ICD diagnosis and CPT and HCPCS to services, procedures, and supplies that require coding.	Assessment method Employer evaluation and assessment review from HIT 250
	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.	Written and practical exams from BOS 224
	3) Apply reimbursement and billing methodologies, and to process claim denials and/or appeals.	Written exams from BOS 224

Curriculum 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.	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 **Total Credits Required: 34 – 35 credits**

Budget		START-UP COSTS	ONGOING COSTS
Specify program costs in the following areas, per academic year: Electronic Health Records/Practice Management Software System.	Faculty	$.	$.
	Training/Travel	.	.
	Materials/Resources	2500.00	2500.00
	Facilities/Equipment	.	.
	Other	.	.
	TOTALS:	$ 2500.00	$ 2500.00

Program Description for Catalog and Web site	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 Information	**Accreditation/Licensure** – 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. **Advisors** – Amy Loskowski and Joyce Jenkins. **Advisory Committee** - 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. **Admission requirements** – **Articulation agreements** – It is expected that this program will be included in the Health Administration articulation agreement with Eastern Michigan University Continuing eligibility requirements – 2.0 GPA. *in each course*

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.

2. 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.

3. Indicate who will score and analyze the data.

BOS Departmental Faculty

4. 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	_Joyce Jenkins_	2-8-13
Dean	Rosemary Wilson	_Rosemary Wilson_	2/11/13
Vice President for Instruction ☐ Approved for Development ☐ Final Approval	Stuart Blacklaw	_Stuart Blacklaw_	3/4/13
President	Rose Bellanca	_Rose Bellanca_	4/9/13
Board Approval			3/26/13

Medical Billing and Coding Certificate

2013 - 2014 Program Year		
First Semester		
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
	Total	10 - 11
Second Semester		
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
	Total	12
Third Semester		
HIT 210	Intermediate/Advanced ICD Coding	3
HIT 220	Intermediate/Advanced Procedural Coding	3
BOS 185	Medical Computer Skills & Electronic Health Records	3
	Total	9
Fourth Semester		
HIT 250	Coding Practicum/Internship	3
	Total	3
	Total Credits Required	34 - 35