

Application Deadline

Priority consideration is given to applications, including all requirements, received by May 1.

Special Note Regarding Residency

Non-Massachusetts residents will be admitted on a space available basis only.

Program Description

Medical Billing and Coding Certificate program consists of 24 college credits. The objective of this program is to provide the students with the skills to perform a variety of administrative health information functions, including those associated with organizing, analyzing, and technically evaluating health insurance claim forms and coding diseases, surgeries, medical procedures, and other therapies for billing and collection. Students achieve success in this 100% online program thru career counseling and support, tutoring, and other health career related experiences. Students will take approximately 6 credits (2 courses) for each of the first three 8-week Minimester sessions and 7 credits (3 courses) in the final 8 week Minimester session for a total of 32 weeks. Small class size ensures students receive individualized attention and support throughout the program.

Graduates of the Medical Billing and Coding Certificate (MBC) program are qualified for entry-level employment in a variety of healthcare settings. Students may find career opportunities in long-term care facilities, hospitals, clinics, physician's offices, billing agencies and insurance companies. Graduates of this program will be able to move up the career ladder by taking additional college-level courses to meet requirements for other certificates or associate degrees in a health career. Graduates of this program will be prepared to take an entry-level national coding exam.

All Medical Billing and Coding courses are held fully online. Students will receive on-going academic and career support by the Program Director in both group and individual settings. The Program Director will work with students to determine individual needs and refer students to MCC services such as tutoring, personal counseling, disability support, and outside resources if required.

Admission Information

The Admissions office will review applicants in their entirety. Applicants are admitted on a rolling admissions basis. Rolling admissions means that applicants will be admitted in the order that they meet all of the admission requirements, until the class is filled. If the college is unable to admit all qualified applicants for a particular MBC program start date, students will be encouraged to apply for the next available session. Non-Massachusetts residents will be admitted on a space available basis only.

Admission Requirements Checklist

The following are the admissions requirements needed for program qualification for the Medical Billing & Coding Certificate program:

- Eligible for ENG 109/101 or higher

Submitting a Complete Application

Applicants are encouraged to apply as soon as they have met all requirements.

- Submitted official college or high school transcripts (required from all colleges attended, except Middlesex Community College). Official transcripts can be sent to transcripts@middlesex.edu or mailed to:

**Middlesex Community College
Enrollment Management Center
33 Kearney Square
Lowell, MA 01852**

Curriculum

• Fall 2024 •

Medical Billing and Coding (MBC) Certificate

Minimester 1 (Fall MM1)		
Course #	Course Title	Credits
MAS 101	Medical Terminology	3
HIM 104	Medical Office Administration	3
Total credits		6

Minimester 2 (Fall MM2)		
Course #	Course Title	Credits
BIO 105	Basic Anatomy and Physiology	3
PHO 102	Health Information and Technology	3
Total credits		6

Minimester 3 (Spring MM1)		
Course #	Course Title	Credits
HIM 106	Procedural Coding	3
HIM 107	Diagnostic Coding	3
Total credits		6

Minimester 4 (Spring MM2)		
Course #	Course Title	Credits
HIM 110	Medical Billing and Insurance	3
MAS 123	Electronic Health Records	2
HIM 221	CCA/CPC Exam Prep	1
Total credits		7

Total Program Credits		24
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Program Coordinator: Tracey McKethan, RHIA, A.S Holyoke Community College, B.S.B.A Western New England University. M.B.A. Western Connecticut State University.

**Please refer to the Middlesex Community College Academic Catalog (<http://catalog.middlesex.mass.edu/>) for Medical Billing & Coding course sequencing and prerequisite information.*

Middlesex Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.