

HERZING

ASSOCIATE OF SCIENCE IN INSURANCE BILLING AND CODING SPECIALIST (ASIBCS)

ASSOCIATE OF APPLIED SCIENCE IN INSURANCE BILLING AND CODING SPECIALIST (AASIBCS)

(The associate of applied science is offered at the Akron, Minneapolis, and Toledo campuses only)

PROGRAM DESCRIPTION

The goal of this program is to provide the student with a thorough understanding of the content of the medical record as well as extensive training in anatomy, physiology, the disease processes, and medical terminology. This program will provide the student with the knowledge and understanding to analyze medical records and assign codes to classify diagnoses and procedures while applying the principles of professional and ethical conduct. The program will prepare the student for an entry-level position as a medical coder in a hospital, clinic, physician's office, or other healthcare facility.

PROGRAM OBJECTIVES

Upon completion of their program, the student should be able to:

1. Demonstrate ability to use knowledge attained to create clerical documents used in medical facilities.
2. Read and understand medical documentation, identify diagnoses and procedures, and ensure that documentation supports the diagnosis and procedures performed.
3. Apply knowledge of medical terminology, the disease process, anatomy and physiology, and pharmacology to analyze medical records and assign codes.
4. Apply knowledge of ICD and CPT format, instructional notations, conventions, and inpatient and outpatient guidelines to assign codes and classify diagnoses and procedures.
5. Apply knowledge of payor billing and reimbursement, the prospective payment system, and fraud and abuse issues.
6. Select appropriate diagnosis and procedure codes for billing purposes.
7. Think critically, both conceptually and by using mathematical analysis; write and speak effectively; use basic computer applications; and understand human behavior in the context of the greater society

POTENTIAL JOB POSITION TITLES

Potential entry-level job position titles include: medical coding specialist, health information specialist, abstractor, and medical clerk.

PROGRAM CONTENT

A minimum of 61.00 semester credit hours is required for graduation.

REQUIRED COURSES

All courses, 27.00 semester credit hours, are required.

Course Number	Course Name	Prerequisite	Credit Hours
HC 115	Medical Terminology for Healthcare Professionals	None	2.00
MC 171	Basic Diagnosis Coding	HC 115, MO 150, MO 150L, SC 245 and SC 245L	3.00
MC 172	Basic Procedure Coding	HC 115, MO 150, MO 150L, SC 245 and SC 245L	3.00
MC 173	Intermediate Diagnosis Coding	MC 171	3.00
MC 174	Intermediate Procedure Coding	MC 172	3.00
MC 208	Program Review	All didactic course work with a program GPA of 2.0	1.00
MO 110	Keyboarding	None	1.00
MO 150	Pathophysiology and Pharmacology	HC 115; Corequisites MO 150L, SC 245 and SC 245L	2.00

Course Number	Course Name	Prerequisite	Credit Hours
MO 150L	Pathophysiology and Pharmacology Lab	HC 115; Corequisites MO 150, SC 245 and SC 245L	1.00
MO 205	Insurance Claims, Processing and Adjudication	MO 111	3.00
MO 210	Healthcare Systems and Operations	None	2.00
MO 215	Ethics and Health Information Management	None	3.00

REQUIRED INTERNSHIP OR RESEARCH PROJECT

4.00 credit hours are required.

Course Number	Course Name	Prerequisite	Credit Hours
MC 291	Insurance Billing and Coding Case Study Research Project	Final semester	4.00
MC 294	Insurance Billing and Coding Internship	All didactic coursework with a program GPA of 2.00 and PD 212	4.00

GENERAL EDUCATION REQUIREMENTS

Students enrolled in this associate's degree must complete a minimum of 28.00 semester credit hours in general education distributed among the following disciplines. Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements. *

8.00 Semester Credit Hours in Anatomy and Physiology With Lab

1.00 Semester Credit Hours in Information Literacy

3.00 Semester Credit Hours in English Composition

3.00 Semester Credit Hours in Speech

3.00 Semester Credit Hours in Computer Applications ♦ ■

4.00 Semester Credit Hours in Mathematics (College Algebra or Above)

3.00 Semester Credit Hours in Social or Behavioral Science

3.00 Semester Credit Hours in Humanities With a Critical Thinking Focus ** ♦

■ Students in the ASIBCS/AASIBCS program must take MO 111 Computer Software Applications in Healthcare to fulfill this general education requirement.

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 28.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

♦ The state of Minnesota requires a minimum of 20.00 semester credit hours of general education for associate's degrees, not counting computer applications. However, all Herzing University students in the AASIBCS program must complete a minimum of 28.00 semester credit hours in general education, including computer applications, to complete the requirement for graduation from this associate's degree program. Minnesota students must complete at least 2.00 semester credit hours of general education in the humanities.

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

2.00 semester credit hours are required in addition to PD 212.

Course Number	Course Name	Prerequisite	Credit Hours
PD 121	Professional Development I	None	1.00
PD 202	Professional Development II	None	1.00
PD 212	Medical Billing and Coding Internship Preparation	None	0.00

Distribution of Clock Hours by Course					
Course or Category	Lecture	Lab	Internship	Total Clock Hours	Credits
HC 115	30.00			30.00	2.00
MC 171	45.00			45.00	3.00
MC 172	45.00			45.00	3.00
MC 173	45.00			45.00	3.00
MC 174	45.00			45.00	3.00
MC 208	15.00			15.00	1.00
MC 291 ▲	60.00 ▲			60.00 ▲	4.00
MC 294 ▲			180.00 ▲	180.00 ▲	
MO 110		30.00		30.00	1.00
MO 150	30.00			30.00	2.00
MO 150L		30.00		30.00	1.00
MO205	45.00			45.00	3.00
MO 210	30.00			30.00	2.00
MO 215	45.00			45.00	3.00
Anatomy and Physiology With Lab	90.00	60.00		150.00	8.00
Information Literacy	15.00			15.00	1.00
English Composition or Literature	45.00			45.00	3.00
Speech	45.00			45.00	3.00
Computer Applications	30.00	30.00		60.00	3.00
Mathematics (College Algebra or Above)	60.00			60.00	4.00
Social or Behavioral Science	45.00			45.00	3.00
Humanities With a Critical Thinking Focus	45.00			45.00	3.00
Personal/Professional Development	30.00			30.00	2.00
Totals	780.00 ▲	150.00	180.00 ▲	1,110.00 ▲	61.00

▲ Note that the student only takes one of these two courses, so the total clock hours may be less than the stated total.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at <http://www.herzing.edu/academics/insurance-billing-and-coding-specialist>