



# OFFICE ASSISTANT MEDICAL BILLING (CERTIFICATE)

## **BTECH REQUIREMENTS (50 CREDITS)**

BTECH 112	Keyboard Skillbuilding I ( <i>or BTECH 116 A-B</i> )	2
BTECH 135	Electronic 10-Key Calculator	3
BTECH 145	Records and Database Management	5
or select:		
BTECH 146	Filing Review (2)	
BTECH 156	Records Management (3)	
BTECH 149	Intro to the Medical Office	2
BTECH 150	Medical Terminology I	5
BTECH 151	Medical Terminology II	5
BTECH 201	Professional Office Applications I	5
<i>(or BTECH 200 A-B, BTECH 210 A-B &amp; BTECH 225A)</i>		
BTECH 245	Cooperative Work Experience	3
BTECH 250	Medical Forms	5
BTECH 253	Medical Office Procedures	5
BTECH 254	CPT Coding	5
BTECH 255	ICD-9-CM Coding	5

## **GENERAL REQUIREMENTS (12 CREDITS)**

* BUS 105	Business English I	5
BIOL& 170	Human Biology	5
**HSCI 228	First Aid and CPR for Health Care Professional	2
<b>Total Credits Required</b>		<b>62</b>

*\*Meets related instruction requirements for professional/technical programs*

*\*\*Valid First Aid/CPR card satisfies this requirement*

**Notes:**

# OFFICE ASSISTANT: MEDICAL BILLING (CERTIFICATE)

Pierce College offers the Certificate in Office Assistant: Medical Billing at both the Ft. Steilacoom and Puyallup campuses. Students in the program learn ICD-9-CM, CPT and ADA coding. Graduates are able to code and bill accurately, ethically and assertively, to optimize reimbursement, research and explain coverage and handle all components of claims processing.

The certificate is designed to “step” into the Associate in Medical Office Assistant. Students who intend to transfer to a four-year institution should work closely with an advisor and complete AA requirements (see brochure.)

The Office Assistant: Medical Billing Certificate is designed to prepare students for entry-level positions in medical and dental offices.

## Medical Billing Clerk

### Medical Coding Assistant

### Surgery Scheduler

### Patient Account Representative

*Special funding may be available for unemployed workers and low-wage working parents. See your advisor or call (253) 964.6265.*

*Pierce College does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability or age in its programs and activities.*

## Program Outcomes

- Interact courteously and responsibly with diverse people in the office environment.
- Manage time and multiple tasks appropriate to the office.
- Apply technical skills to meet industry standards in the office.
- Communicate effectively using written and oral communications skills.
- Use software to manage information.
- Be able to identify medical professional organizations in the local area.
- Understand the role of professional organizations.
- Understand and properly define medical terminology and anatomy.
- Demonstrate proficiency with medical billing software and forms
- Demonstrate competency with first aid and CPR.
- Demonstrate knowledge of the United State's Health Insurance Privacy and Accountability Act (HIPAA).



## For More Information:

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Office of Professional/Technical Education  
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## Related Codes

Intent: **F or J**

Med Bill Off Cert: **565**

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