



The Smart Choice!

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Medical Receptionist/Insurance Biller Certificate



Health Sciences Career Pathway

The medical receptionist/insurance biller certificate program prepares the student to work in a medical office, clinic or hospital. Emphasis is placed on interpersonal, written and oral communication, office procedures, medical terminology, use of computers, diagnostic and procedure coding and medical insurance billing, record keeping, medical insurance and accounting. On-the-job experience is provided in a 125-hour non-paid externship.

Prerequisite requirements: Before beginning this certificate the student must complete all the course placement requirements and type a minimum of 45 wpm or complete SEC 131, Beginning Typing.

The student may enter any semester part-time or full-time. Program coordinator approval is required to register for MOA 245 Billing/ Transcription Externship. The student must validate a 2.5 in SEC 241, MOA 241, and ITE 101 to qualify for externship placement.

Minimum credits:33
 Minimum cumulative GPA:2.0
 Minimum Grades: 2.5 or better in SEC 241, MOA 241, and ITE 101
 Minimum JCC credits:12
 MACRAO agreement:No

SEMESTER I – (13 credits)

ENG 131 Writing Experience3
 ITE 101 Information Technology Education3
 MOA 112 Insurance Reports, Law and Ethics3
 MOA 141 Body Structure and Function4
 • or LPN 141 Body Structure and Function4
 • or BIO 155 Human Anatomy and Physiology5

SEMESTER II (13 credits)

ACC 211 General Accounting4
 MOA 241 Medical Records (2.5 or better)3
 MOA 120 Medical Terminology3
 SEC 241 Medical Office Procedures3

SEMESTER III – (3 credits)

SPH 231 Communication Fundamentals3
 • or SPH 240 Interpersonal Communications3
 • or BUS 155 Human Relations in Business3

SEMESTER IV – (5 credits)

MOA 242 Advanced Medical Billing (2.5 or better)3
 MOA 245 Billing/Transcription Externship*2

SUGGESTED ELECTIVES

LPN 132 Medication3
 NUR 121 Pharmacology3

**Program coordinator approval needed to register for MOA 245. Student must validate 2.5 or better in MOA 241, SEC 241, and ITE 101 for entrance into this course*