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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 150-hour non-paid externship. The student may enter any semester part-time or full-time.

Prerequisite requirements: Keyboarding skills of 45 WPM or CIS 110.

Minimum credits:	35
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum Grades in ACC 211, MOA 240, MOA 241, and CIS 101:	2.5
Minimum JCC credits:	12
MACRAO agreement:	No

MATHEMATICS

Students interested in the nursing program must complete one of the three following math options:

1. ACT composite score of 18 and math score of 18 or
2. Successfully pass JCC course placement mathematics assessment or
3. Complete MTH 110 with a 2.0 or higher

RELATED REQUIREMENTS — (10 credits)

ENG 131 Writing Experience	3
MOA 141 Body Structure and Function or LPN 141 Body Structure and Function or BIO 155 Human Anatomy and Physiology	4
SPH 240 Interpersonal Communications or SPH 231 Communication Fundamentals or BUA 120 Human Relations in Business	3

RECEPTIONIST/INSURANCE BILLER CORE

REQUIREMENTS — (25 credits)

ACC 211 General Accounting	4
CIS 101 Introduction to Computer Systems	3
MOA 112 Insurance Reports, Law and Ethics	3
MOA 120 Medical Terminology	3
MOA 240 Medical Office Procedures	3
MOA 241 Medical Records	3
MOA 242 Advanced Medical Billing	3
MOA 245 Billing/Transcription Externship*	2

**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*