



PHOENIX
COLLEGE

GO FAR, CLOSE TO HOME.

HEALTH INFORMATION MANAGEMENT

1202 WEST THOMAS ROAD
PHOENIX, AZ 85013

WWW.PHOENIXCOLLEGE.EDU/HIM

MEDICAL BILLING AND CODING: PHYSICIAN-BASED CERTIFICATE

(MAJOR CODE 5014)

PROGRAM DESCRIPTION

The Medical Billing and Coding – Physician-Based Program is designed to prepare individuals for billing and diagnostic/procedural coding positions in settings such as clinics, physician offices, managed care organizations, and private billing or insurance companies. The Certificate Program includes theoretical and laboratory instruction on the Phoenix College campus as well as a professional practice affiliation in an area health care setting.

EMPLOYMENT OPPORTUNITIES

Certified billers/coders are in demand. Although certification is provided by professional organizations unrelated to this Program, this curriculum will provide the strong theoretical foundation needed for selected credentialing examinations. Entry salaries vary depending on qualifications and prior health related experience, and average from \$25,000 - \$33,000/year.

PHYSICAL REQUIREMENTS

Work in physician-based billing and coding may require physical activities including continuous computer data entry, filing, retrieving, and transporting records, and extended periods of sitting. Limited lifting of records.

ADMISSION CRITERIA

- Submission of HIM Certificate Programs Application form to the Health Information Management Department.
- High school diploma or GED or equivalent
- English assessment reflecting eligibility for ENG 101 First Year Composition or ENG 107 First Year Composition for ESL or permission of Program Director
- Successful receipt of fingerprint/background check clearance card (must be presented in person). Obtain the card application packet from the Phoenix College Advisement Center.

FOR YOUR INFORMATION

- Additional requirements including drug and health screenings must be successfully completed prior to professional practice placement (HIM216).
- Courses are primarily offered during evening hours. Part-time enrollment is possible.
- Advanced placement is available depending on documentation of experience or prior education. See Program Director.
- Courses may be offered only once a year. Advisement for sequencing is important.

APPROXIMATE COST

Tuition: \$71 per credit hour plus lab fees

Textbooks: \$1000

Approximate Cost of Program: \$3,100-\$3,300

Additional Programs Offered by the Health Information Management Department:

- Health Information Certificate
- Health Information Technology -
AAS Degree
- Medical Coding: Hospital-Based
Certificate



Careers in Health Information... supporting quality care through quality information.

(curriculum revision pending Board approval 5/09)

MEDICAL BILLING AND CODING: PHYSICIAN-BASED CERTIFICATE

CURRICULUM PATHWAY

Level I and II Common/Shared Courses

HCC 109	CPR for the Health Care Provider OR current CPR certification at the health provider or professional rescuer level	0.5 Credit
HCC 130#+	Fundamentals in Health Care Delivery	3.0 credits
HCC 145#+	Medical Terminology for Health Care Workers	3.0 credits
HCC 164*#	Pharmacology for Allied Health	0.5 credit
HCC 204*	Clinical Pathophysiology	3.0 credits

Level II Program Courses

BIO 160#	Introduction to Human Anatomy	4.0 credits
BPC 110#	Computer Usage and Application	3.0 credit
HIM105*	Health Record Documentation for Allied Health Professionals	1.0 credits
HIM 180*+~	Introduction to Medical Billing and Reimbursement	2.0 credits
HIM181*	Medical Claims Processing	3.0 credits
HIM 209*	ICD Coding	4.0 credits
HIM 212*+~	CPT Coding I	2.0 credits
HIM 214*	CPT Coding II	2.0 credits
HIM 215*	Physician-Based Billing and Coding Seminar	1.0 credit
HIM 216*	Professional Practice in Physician Based Billing and Coding	1.0 credit

TOTAL PROGRAM CREDITS 33 credits

Symbol Key

*course has a prerequisite; # course is available via the Internet; + course is available via assessment (test out); ~ course is available via hybrid (part classroom, part online) scheduling

Notes

All HCC courses except HCC 204 require a grade of 75% or better. All other pathway courses including HCC 204 require a grade of “C” or better. BIO 160, HIM 181, HIM 209, HIM 212 and HIM 214 are lecture/lab courses and require additional class hours and special fees.

HCC 130 and 145 courses are waived for students who have completed an Associate of Applied Science or higher degree in a health science discipline from a regionally accredited institution of higher education recognized by the Maricopa Community Colleges.

FOR ADDITIONAL INFORMATION CONTACT

Health Professions Advisors
 PC Advisement Center
 (602) 285-7110 or (602) 285-7862 appointments