



# MEDICAL INFORMATION CODER/BILLER ADMINISTRATION

*Associate in Science Degree (and related Certificate)*

Valencia's Medical Information Coder/Biller Administration degree program is designed to prepare students for careers as coders in a variety of health care settings. As insurance companies and health care agencies require more highly detailed records of services provided to patients, the need for medical coders/billers has grown rapidly.

Medical coders assign alphanumeric codes to specific illnesses, inquiries and medical procedures, under a system of coding that is used across the health care system, from doctors' offices and hospitals to insurance companies, federal agencies and international organizations. Hospitals and doctors use the codes for internal data collection and planning, while insurance companies and public agencies require the codes to reimburse health care providers. The codes are even used by international health care organizations to track patterns of disease and the costs of health care. Medical coders/billers need patience, the ability to focus on details, and problem solving skills.

## For a Jump Start on a Great Career...

Take the fast track toward reaching your career goals with one of our certificate programs. Designed to equip you with specialized skills for immediate employment, these programs typically do not contain general education courses, but rather courses related to your degree. They can also be combined with other certificates in the same program, like building blocks, to help you progress toward completing your A.S. degree.

- Medical Information Coder/Biller (34 credits)

## Potential Careers

- Medical Records Coder
- Coding Specialist
- Health Information Coder/Technician
- Insurance Processor
- Coding Technician
- Medical Coder/Biller
- Medical Records Technician
- Medical Billing Representative

## Potential Earnings

\$35,999- \$44,562 per year

## Contacts

### Perspective Students:

Contact Enrollment Services at [enrollment@valenciacc.edu](mailto:enrollment@valenciacc.edu) or call 407-582-1507.

### Current Students:

Ms. Betty Wanielista  
*Program Director*

East Campus: 407-582-2347  
e-mail: [bwanielista@valenciacc.edu](mailto:bwanielista@valenciacc.edu)

Ms. Kathy Fedell  
*Career Program Advisor*

East Campus: 407-582-2388  
e-mail: [kfedell@valenciacc.edu](mailto:kfedell@valenciacc.edu)

Ms. Sharyn McGriff  
*Career Program Advisor*

West Campus: 407-582-1239  
e-mail: [sgaston@valenciacc.edu](mailto:sgaston@valenciacc.edu)

Ms. Kimberly Foster  
*Career Program Advisor*

Osceola Campus: 407-582-4172  
e-mail: [kfoster8@valenciacc.edu](mailto:kfoster8@valenciacc.edu)

For more information, visit our Website at:  
[valenciacc.edu/departments/east/business/office](http://valenciacc.edu/departments/east/business/office)

## A.S. to Bachelor's Degree Career Path...

Now the A.S. degree has a career path to continue to a Bachelor's degree. All of Valencia's A.S. degrees will transfer into the new B.A.S. program at UCF's regional campuses, as well as other universities. The B.A.S. degree has seven different tracks you can specialize in – and the cool thing is, the specialization you major in does not have to be in the same area as the A.S. degree.

Check it out at [regionalcampuses.ucf.edu/bas](http://regionalcampuses.ucf.edu/bas)

## The Internship & Placement Office

is available to assist you in locating an internship or job resources.

Vertrilla Hunt, *East Campus*: 407-582-2726

Carmen Diaz, *West Campus*: 407-582-1034

Matthew Abalos, *Osceola Campus*: 407-582-4196

For more information, visit: [valenciacc.edu/ipo](http://valenciacc.edu/ipo)

# MEDICAL INFORMATION CODER/BILLER ADMINISTRATION

## Medical Information Coder/ Biller Administration

Associate in Science Degree

This program is designed to prepare students for employment in a variety of health care settings. It is for students who wish to seek entry-level positions as coders, medical record coders, coding technicians/coding clerks or medical coding/billing, as well as, for employees who wish to advance in their careers.

Graduates of specific programs at Orange County Tech Centers and TECO may be eligible for the award of credit in specific courses in this program. For information and requirements, visit the Valencia Web site at [valenciac.edu/asdegrees/tec.cfm](http://valenciac.edu/asdegrees/tec.cfm) to view the articulation agreements. Eligible students should contact the related academic department and/or career program advisor at Valencia for the award of credit.

Several Florida public universities recently have begun to provide opportunities for A.S. degree graduates to pursue a bachelor's degree. Information about such opportunities, including those at the University of Central Florida, is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and advanced course sequence as a guide in program planning. It may take five or more terms to complete the sequence of coding courses. For more information, visit: [valenciac.edu/asdegrees/business/documents/MedicalCoderBillerSequence-09.pdf](http://valenciac.edu/asdegrees/business/documents/MedicalCoderBillerSequence-09.pdf)

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

### FOUNDATION COURSES

Course	Title	Credits
<b>+* ENC 1101</b>	<b>Freshman Composition I</b>	<b>3</b>
OST 1100	Keyboarding and Document Processing I	3
OST 2854	Microsoft Office (Applications Package)	3
OST 1257	Medical Terminology for the Office	3
* OST 1467	Introduction to Body Systems for OST	3
<b>INP 1301</b>	<b>Psychology in Business and Industry</b>	
	or	
<b>^PSY 1012</b>	<b>General Psychology</b>	<b>3</b>
	<b>Total Credits</b>	<b>18</b>

### INTERMEDIATE COURSES

Course	Title	Credits
* OST 2450	ICD - 9 Coding	3
OST 2711	WordPerfect for Windows	
	or	
OST 2756	Microsoft Word	3
OST 1335	Business Communications	3
* OST 2452	Advanced ICD - 9 Coding	3
OST 2464	Medisoft (Office Management Software)	3

OST 1355	Records Management and Legal Implications	3
<b>Humanities</b>	<b>(See A.S. Gen Ed Requirement)</b>	<b>3</b>
	<b>Total Credits</b>	<b>21</b>

### ADVANCED COURSES

Course	Title	Credits
* OST 2453	CPT - 4 Medical Coding	3
* OST 2454	Advanced CPT - 4 Medical Coding	3
APA 1111	Basic Accounting	
	or	
MTB 1103	Business Mathematics	
	or	
* ACG 2021	Principles of Financial Accounting	3
OST 2501	Office Management	3
* OST 2943	Internship in Medical Office	
	and/or	
	Medical Information Coder/Biller Administration Elective(s)	3
<b>Science or</b>		
<b>+* Mathematics</b>	<b>(See A.S. Gen Ed Requirement)</b>	<b>3</b>
<b>Gen Ed</b>		
<b>Elective</b>	<b>(See A.S. Gen Ed Requirement)</b>	<b>6</b>
	<b>Total Credits</b>	<b>24</b>
	<b>Total Degree Credits</b>	<b>63</b>

### MEDICAL INFORMATION CODER/BILLER ADMINISTRATION ELECTIVES

All OST-prefix courses not being used as a requirement in this degree except OST 1141

Any of these courses not being used as a degree requirement:

Course	Title	Credits
APA 1111	Basic Accounting	3
	or	
* ACG 2021	Financial Accounting	3
SLS 1122	Student Success	3
SLS 1303	Job Search	1
* SLS 2940	Service Learning	1-4

### NOTES:

<sup>1</sup> Students with prior experience and/or instruction in OST 1100, 1110, 1257 and/or 1467 should consult a Career Program Advisor about credit-by-examination or alternate possibilities.

All specialized program courses are offered on East and West Campuses; some specialized courses are offered at other locations.

Medical Information courses may be taught in a multilevel-class atmosphere.

General Education courses are in bold print in this course listing.

This A.S. degree is transferable to UCF's regional campuses offering the B.A.S. degree. Check with UCF regional offices for their local campus

Specialized courses may not be offered every session or on every campus.  
+ This course must be completed with a grade of C or better.  
\* This course has a prerequisite; check description in Valencia catalog.

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offerings. The degree may also be transferable to B.A.S. programs offered by USF and Daytona State College. Check with USF and Daytona State College for acceptance of this degree.

Students will be required to take 36 credit hours of General Education courses to earn a Bachelor of Applied Science (B.A.S.) degree from UCF.

To graduate from UCF's B.A.S. program, students will also have to fulfill the state's foreign language requirement which is as follows: Two years of the same high school foreign language or two semesters of the same college-level foreign language.

^If you are planning on enrolling in UCF's Bachelor of Applied Science (B.A.S.) program, it is recommended that you take PSY 1012 General Psychology.

## Microsoft Office Specialist Certification

The following courses will help prepare you to take the Microsoft Office Specialist Certification. If you have received this certification prior to taking these courses, contact your Career Program Advisor about possible credit.

Course	Title	Credits
OST 1755	Microsoft Word - Introductory (CORE)	1
OST 2756	Microsoft Word (EXPERT)	3
OST 2852	Microsoft Excel - Introductory (CORE)	1
OST 2858	Microsoft Excel (EXPERT)	3
OST 2828	Microsoft PowerPoint (Presentation Software) (EXPERT)	1
OST 2836	Microsoft Access (Database Management Software) (EXPERT)	3

## Medical Information Coder/Biller

### Technical Certificate

This certificate is designed for students who wish to prepare for employment in a variety of health care settings as entry-level coders, medical record coders, technicians/coding clerks or medical coders/billing.

### FOUNDATION COURSES

Course	Title	Credits
OST 1100	Keyboarding and Document Processing I	3
OST 2854	Microsoft Office (Applications Package)	3
OST 1257	Medical Terminology for the Office	3
OST 1355	Records Management and Legal Implications	3
<b>Total Credits</b>		<b>12</b>

### INTERMEDIATE COURSES

Course	Title	Credits
* OST 1467	Introduction to Body Systems for OST	3
OST 2464	Medisoft (Office Management Software)	3
* OST 2450	ICD - 9 Coding	3
* OST 2453	CPT - 4 Medical Coding	3
<b>Total Credits</b>		<b>12</b>

### ADVANCED COURSES

Course	Title	Credits
* OST 2452	Advanced ICD - 9 Coding	3
* OST 2454	Advanced CPT - 4 Medical Coding	3
* OST 2943	Internship in Medical Office and/or Medical Information Coder/Biller Elective(s)	4
<b>Total Credits</b>		<b>10</b>
<b>Total Certificate Credits</b>		<b>34</b>

### MEDICAL INFORMATION CODER/BILLER ELECTIVES

Course	Title	Credits
OST 1108	Building Keyboarding Speed and Accuracy	3
OST 1110	Keyboarding and Document Processing II	3
OST 1305	Proofreading	1
OST 1320	Ten Key Mastery	1
OST 1330	Business Grammar	3
OST 1335	Business Communications	3
* OST 1461	Medical Office Simulation	3
* OST 1611	Medical Transcription I	3
OST 2252	Legal Terminology	3
* OST 2431	Legal Office Procedures	3
* OST 2612	Medical Transcription II	3
OST 2794	Internet for Office Employees	3
OST 2813	Desktop Publishing	3
OST 2828	Microsoft PowerPoint (Presentation Software)	1
OST 2831	Microsoft Windows (Operating System)	1
OST 2836	Microsoft Access (Database Management Software)	3
OST 2858	Microsoft Excel	3
* OST 2943	Internship in Medical Office	1-4
SLS 1122	Student Success	3
SLS 1303	Job Search	1
* SLS 2940	Service Learning	1-4

### NOTES:

^ Students with prior experience and/or instruction in OST 1100, 1110, 1257 and/or 1467 should consult a Career Program Advisor about credit-by-examination or alternate possibilities.

All certificate courses are offered on the East and West Campuses; some courses are offered at other locations.

Through special articulation agreements, credits may be awarded to individuals who qualify.

Medical Information courses may be taught in a multilevel-class atmosphere.

Specialized courses may not be offered every session or on every campus.  
 + This course must be completed with a grade of C or better.  
 \* This course has a prerequisite; check description in Valencia catalog.