



# Train to code and process insurance claims Medical Billing & Coding



**SJVC's online Medical Billing and Coding program trains students to work on the administrative side of healthcare.**

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Students prepare for positions in a medical office environment and can choose the credential level that best meets their needs and career goals.





## Hands-On Training

### Students Learn:

- Reviewing and assigning medical codes across a range of medical services
- Preparing and submitting claims with accurately assigned codes
- EHR/EMR systems to research, code, and abstract patient information
- Reviewing, documenting, and maintaining patient financial records
- Understanding and communication of medical and insurance terminology
- Patient registration and intake
- CPR (BLS-HCP) and First Aid
- Critical analysis and ethics for interpersonal interactions
- Professional appearance and attitude



## Credential and Professional Certifications

Graduates earn a Certificate of Completion or an Associate of Science degree. Graduates also earn certificates in typing, HIPAA compliance, and CPR/First Aid (BLS-HCP).



## Career Information

Well-trained Medical Billing and Coding personnel can work for hospitals, insurance companies, medical and dental offices, healthcare clinics and more. These technicians perform the following job duties:

- Review patient records for accuracy, regulatory compliance
- Code and process patient insurance claims
- Protect the confidentiality of patient medical records
- Assign patient to diagnosis-related groups, using the appropriate computer software

Source: Occupational Information Network (O\*Net)  
[www.onetonline.org](http://www.onetonline.org)



## Admissions Requirements

- High School diploma or equivalent
- Wonderlic SLE assessment score of 15 or higher

Visit <http://www.sjvc.edu/online-programs/technical-requirements> for software and hardware requirements for your computer



## Course Listing\*

### Core Course Requirements

| Course ID                | Course Name   | Credit Units |
|--------------------------|---|--------------|
| COMP 101                 | Computer Literacy & Applications for the Professional | 3.0          |
| HCP 101                  | Structural Anatomy and Terminology                    | 3.0          |
| HCP 102                  | Body System Anatomy and Terminology                   | 3.0          |
| HCP 103                  | Foundational Office Skills                            | 2.0          |
| MBC 201                  | Billing and Coding Practicum                          | 2.0**        |
| MBC 222                  | Billing Applications                                  | 3.0          |
| MBC 501                  | Externship  | 2.0**        |
| MOP 110                  | Medical Insurance Principles                          | 5.0          |
| MOP 120                  | CPT and HCPCS Coding                                  | 3.0          |
| MOP 135                  | Billing Principles                                    | 3.0          |
| MOP 140                  | ICD Coding  | 3.0          |
| <b>Certificate Total</b> |   | <b>30.0</b>  |

### General Education Course Requirements

| Course ID                | Course Name                         | Credit Units |
|--------------------------|-------------------------------------|--------------|
| ENG 121                  | Composition and Reading - Part A    | 3.0          |
| ENG 122                  | Composition and Reading - Part B    | 3.0          |
| HEA 10                   | Health & Wellness                   | 3.0          |
| MTH 121                  | College Algebra - Part A            | 3.0          |
| MTH 122                  | College Algebra - Part B            | 3.0          |
| NSC 1                    | Introduction to the Natural Science | 3.0          |
| PHIL 1C                  | Ethics                              | 3.0          |
| PHIL 200                 | Critical Thinking                   | 3.0          |
| PSY 1                    | General Psychology                  | 3.0          |
| SOC 1                    | Introduction to Sociology           | 3.0          |
| <b>Total</b>             |                                     | <b>30.0</b>  |
| <b>A.S. Degree Total</b> |                                     | <b>60.0</b>  |

\*Course listings are subject to change. Reference the SJVC College Catalog for the most current program information.

\*\*Students have the choice of either MBC 201 or MBC 501. See the Catalog for more details.

### Bridge Course

A bridge course – MBC 101: Medical Billing and Coding Requisites – will be offered as needed to students who meet one of the following criteria for entry into the Medical Billing & Coding program:

- Medical Office Administration (MOA) program graduates who have received ICD-10 training; or
- Current on-ground MOA certificate enrollments who wish to transition to the Medical Billing and Coding degree program and have already completed MOP 120 and MOP 140

## Institutional Accreditation

San Joaquin Valley College is accredited by the WASC Senior College and University Commission (WSCUC), 985 Atlantic Avenue, Suite 100, Alameda, CA 94501, (510)748-9001 (<https://www.wscuc.org>). The WSCUC is an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

## California State Approval

SJVC is a private institution and is approved to operate as an accredited institution by the California Bureau of Private Postsecondary Education (BPPE). Approval to operate means that SJVC has been found in compliance with the standards set forth in the California Private Postsecondary Education Act of 2009 (as amended) and Title 5, Division 7.5, - Private Postsecondary Education of the California Code of Regulations. As a prospective student, you are encouraged to review the catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

## Consumer Information

San Joaquin Valley College publishes important consumer information for all programs and campus locations.

For comprehensive consumer information, visit <https://www.sjvc.edu/admissions/consumer-information>.

## SJVC Locations

|   |                                       |   |
|---|---------------------------------------|---|
| <b>ATASCADERO</b><br>805.470.7130                       | <b>LANCASTER</b><br>661.974.8282      | <b>SANTA MARIA</b><br>805.608.3104  |
| <b>BAKERSFIELD</b><br>661.834.0126                      | <b>MADERA</b><br>559.302.2155         | <b>TEMECULA</b><br>951.296.6015   |
| <b>DELANO</b><br>661.778.1145                           | <b>MODESTO</b><br>209.542.8800        | <b>VISALIA</b><br>559.651.2500  |
| <b>FRESNO</b><br>559.448.8282                           | <b>ONTARIO</b><br>909.948.7582        | <b>ONLINE</b><br>877.367.7582   |
| <b>FRESNO - TRADES EDUCATION CENTER</b><br>559.453.0123 | <b>PORTERVILLE</b><br>559.853.4114    | Program availability varies by campus location. Please see the catalog for details. |
| <b>HANFORD</b><br>559.584.8840                          | <b>RANCHO CORDOVA</b><br>916.638.7582 |   |
| <b>HESPERIA</b><br>760.948.1947                         | <b>RANCHO MIRAGE</b><br>442.305.7701  |   |

[sjvc.edu](http://sjvc.edu)

