



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.

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



Training Today for a Better Tomorrow



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



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
Certificate Total		30.0

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
Total		30.0
A.S. Degree Total		60.0

*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 and also the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at www.accjc.org.

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

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

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