

# Medical Billing & Coding

Train to Code and Process Insurance Claims

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.



## Students Learn

- Medical insurance principles and insurance claims management
- Diagnostic and procedural medical coding
- Structural anatomy and medical terminology
- Foundational office skills and effective communication tactics

## Professional Certifications

The Certificate credential level prepares students to take the Certified Professional Coder (CPC) exam. This exam is administered by the American Academy of Professional Coders (AAPC). The A.S. Degree prepares students to take both the Certified Professional Coder (CPC) and Certified Professional Biller (CPB) certification examinations, which are administered by the AAPC. Test preparation and voucher(s) to take the exam(s) are included with the program. Certificate and A.S. Degree graduates earn a typing certificate and HIPAA certification.

## 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:

- Assemble patient health information and review records
- Code and process patient insurance claims
- Protect patient health information

## Admission Requirements

Admission to the MBC program requires:

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



San Joaquin Valley College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (WASC), 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](http://www.accjc.org).

Course Listing		
Course ID	Course Name	Credit Units
BUS 102	Business Math	3.0
HCP101	Structural Anatomy and Terminology	3.0
HCP 102	Body Systems and Terminology	3.0
HCP 103	Foundational Office Skills	2.0
HCP 201	Diseases and Disorders	3.0
COMP 101	Computer Literacy and Applications for the Professional	3.0
MOP 110	Medical Insurance Principals	5.0
MOP 120	CPT and HCPCS Coding	3.0
MOP 140	ICD Coding	3.0
MBC 105	Body Systems and Pathology	3.0
MBC 125	CPT Coding	3.0
MBC 210	Medical Coding Practicum	3.0
MBC 220	Medical Coding Seminar	1.0
<b>Certificate Program Total</b>		<b>38.0</b>
MOP 130	Billing Principles	2.0
MOP 210	Medical Office Principles	2.0
MBC 230	Medical Billing Practicum	3.0
MBC 240	Medical Billing Seminar	1.0
ENG 121	Composition and Reading - Part A	3.0
ENG 122	Composition and Reading - Part B	3.0
MTH 121	College Algebra - Part A	3.0
MTH 122	College Algebra - Part B	3.0
NCS 1	Introduction to Natural Sciences	3.0
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
<b>A.S. Degree Program Total</b>		<b>70.0</b>

Classes for this program are offered every 5 weeks.

### Technical Requirements

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

Consumer Information		
	Certificate	A.S. Degree
Program Length	35 weeks	65 weeks
Tuition and Fees	\$13,915	\$27,830
Estimated Textbook Cost	\$675	\$900
<i>Data for Graduates on all SJVC Campuses between 7/1/14 and 6/30/15</i>		
Graduate Median Loan Debt		
Title IV HEA Loans	\$9,500	\$20,000
Private Loans	\$0	\$250
Institutional Loans	\$0	\$1,017
On-Time Completion Rate	67%	100%
<i>Graduate Placement Rate</i>		
Because of the change in the California Bureau of Private Postsecondary Education's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates.		
Occupations for Graduate Placement <sup>1</sup>		
Medical Secretaries (43-6013.00) Billing and Posting Clerks (43-3021.00) Medical Records and Health Information Technicians (29-2071.00) Office Clerks, General (43-9061.00) Medical Assistants (31-9092.00)		

<sup>1</sup>Visit <http://www.onetcodeconnector.org> and enter the reference number for complete details

### Institutional Accreditation

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### 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 (California Education Code, Title 3, Division 10, Part 59, Chapter 8) and Title 5, Division 7.5 – Private Postsecondary Education of the California Code of Regulations.

Visit <http://www.sjvc.edu/admissions/accreditation/state-approvals> to view additional state approvals.