



Medical Billing Clerk Program

Diploma Program

Objective: This eight-month program is designed to provide graduates with the skills and knowledge necessary for entry-level medical billing positions. The students will be prepared to perform functions necessary to running the front desk, completing insurance claim forms utilizing the guidelines required by each insurance entity, and accurately coding the diagnosis and procedure codes for each encounter. These graduates will be prepared to work in such settings as clinics, physician's offices, nursing homes, hospitals, and insurance companies.

Course #	Title	Theory	Lab	Externship	Credit
107	Microsoft Office Word I	25	50		3
202	Fundamentals of Medical Terminology and Anatomy I	50	25		4
211	Ancillary Services	25	50		3
217	Insurance Procedures	25	50		3
220	Fundamentals of Medical Coding	25	50		3
201	Medical Office Procedures	25	50		3
203	Fundamentals of Medical Terminology and Anatomy II	50	25		4
210	Pathophysiology	50	25		4
219	Advanced Coding	25	50		3
1000	Professional Skills Workshop	50	25		4
1001	Externship			100	2
Totals		350	400	100	36

2	Semesters
32.5	Weeks
36	Credits

**All DEC credit hour courses will include the mandatory US Department of Education required amount of out-of-class clock hour assignments.*

For more information about graduation rates, median debt of students who completed the programs, and consumer information, please visit: www.dec.edu/mb

Douglas Education Center has established an Educational Advisory Board. The purpose of the Board is to ensure that the curriculum is consistent with current job market trends and opportunities. Upon recommendation of the Board, Douglas Education Center reserves the right to make program changes to achieve the goal of job placement. Changes are made with the approval of the Pennsylvania State Board of Private Licensed Schools and the Accrediting Council for Independent Colleges and Schools.