

Certificate in Medical Billing/Coding



As a Medical Coder you are a specialized professional within the field of healthcare administration. Responsibilities include; reviewing documentation contained in patients' medical records translating them into written documentation that is universally accepted and meets industry-standard medical code.

The Medical Billing and Coding Certificate (non-degree) program may be completed online with the convenience of live, online class meetings that enhance the online learning experience. Most students take between 6 – 11 credit hours per semester. The program is approved by the American Health Information Management Association (AHIMA).

Semester 1 MDCO 118 Medical Terminology MDCO 117 Introduction to Human Anatomy & Physiology MDCO 111 Human Diseases MDCO 119 Introduction to Pharmacology	Semester 3 MDCO 141 CPT Coding I MDCO 145 CPT Coding II MDCO 260 Advanced Coding MDCO 338 Healthcare Reimbursement & Insurance
Semester 2 MDCO 328 Health Care Delivery Systems MDCO 318 Intro to HIM/Ethics and Medical Law MDCO 215 Electronic Health Record MDCO 122 ICD-10-CM/PCS Coding MDCO 130 ICD-10-PCS Root Procedures	Semester 4 MDCO 271 Medical Billing/Coding Practicum MDCO 272 Medical Coding Capstone Total credit hours = 38

Admissions Checklist

- 1. Complete & submit the Cox College application along with \$50 application fee
Rolling Admission with a Priority service date: A minimum of 2 months prior to the start of the semester.
 - How?
 1. Complete the application online at www.coxcollege.edu
 2. Attend one of our Open House events
 3. Visit with an admissions counselor
 - You will be contacted by an admissions counselor within 2-3 weeks via email or mail. He/she will let you know what additional documents and/or transcripts are needed.
 - We recommend submission of your application no later than 4 weeks prior to the start of each semester.

- 2. Request that your official transcripts be sent to Cox College
 - We will need your high school transcript or GED if you have completed less than 12 credit hours of college work from an accredited college.
 - We will need your transcripts from ALL colleges/universities in which you have completed college level courses.
 - It can take up to 3 weeks for us to receive your transcripts once you have requested them to be sent.

- 3. Admitted to Cox College
 - Once you have met the application requirements you will receive information on your advisor and the next steps to get enrolled.

At this time the program does not qualify for financial assistance through the Department of Education. Please call the college at 417/269-3401 and ask for the Billing Office to discuss payment options, or the Financial Aid Department to discuss private student loans.

Mail application and materials to:
Cox College – 1423 N. Jefferson Ave., Springfield, Mo 65802
admissions@coxcollege.edu