

**MEDICAL ADMINISTRATIVE ASSISTANT  
MEDICAL CODING AND BILLING  
ONE-YEAR CAREER PROGRAM  
PREPARATION FOR EMPLOYMENT**

The Medical Coding and Billing certificate program is designed to prepare graduates for employment as medical coders and billers in hospitals, physician offices, nursing homes, ambulatory care facilities, and insurance companies. Students are trained in evaluating and interpreting health records and reports in order to accurately code diagnoses and procedures according to recognized classification systems. This program will also provide students with the basic skills and knowledge needed to submit medical claims for reimbursement, track claims, and process payments. Students will also be prepared to perform entry-level front office skills including patient registration and scheduling, mail processing and patient communication.

Allegany College of Maryland’s Medical Administrative Assistant Medical Coding and Billing certificate is an educational partner with the American Academy of Professional Coders (AAPC). As such, graduates of the Medical Administrative Assistant Medical Coding and Billing Certificate will have the knowledge and competencies required to take the AAPC Certified Professional Coder (CPC) exam. Because of the nature of the program, students must meet the Reading requirements of the Placement Test. Students must achieve a “C” or better in any medical coding course before being advanced to any subsequent coding course in the curriculum progression. In order to graduate with the Medical Coding and Billing Certificate, the students must meet all college academic requirements plus achieve a grade or “C” or better in each Medical Administrative Assistant and Medical Assistant course.

The Medical Coding and Billing curriculum at Allegany College of Maryland has been designated as a Health Manpower Shortage Program by the Maryland Higher Education Commission. Maryland residents from counties other than Allegany County who register in this eligible program will be charged the out-of-county tuition rate. However, these students may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Funding availability for this program is based on funding from the State of Maryland and is thus subject to change each semester. Some restrictions apply. More information can be obtained by contacting the Admissions Office. Successful completion of this program qualifies a student to apply for a Certificate in Medical Administrative Assistant – Medical Coding and Billing.

**SUMMER OR PREVIOUS SEMESTER**

Credit Hours

Medical Administrative Assistant 110 (Medical Terminology).....	3
<b>Total:</b>	<b>3</b>

**FIRST SEMESTER**

Computer Technology 101 (Computer Literacy) .....	3
Medical Administrative Assistant 133 (Basic Disease Coding) .....	3
Medical Administrative Assistant 135 (Basic Procedural Coding) .....	3
Medical Assistant 101 (Essential Skills for the Health Professional) .....	3
Medical Assistant 102 (Introduction to Health Records).....	3
<b>Total:</b>	<b>15</b>

**SECOND SEMESTER**

Credit Hours

Integrative Health 101 (Mind/Body Skills for Health and Healing) .....	1
Medical Administrative Assistant 132 (Elements of Human Disease) .....	3
Medical Administrative Assistant 213 (Principles of Medical Insurance) .....	3
Medical Administrative Assistant 212 (Applications in Medical Coding) .....	6
Medical Assistant 209 (Administrative Medical Assistant) .....	3
<b>Total:</b>	<b>16</b>
<b>Total Credit Hours:</b>	<b>34</b>

The U.S. Department of Education, under final regulations issued October 29, 2010, requires us to report certain information about this certificate program regarding gainful employment. Please be advised the information is viewable on our website at [www.allegany.edu/gainfulemploymentdisclosure/](http://www.allegany.edu/gainfulemploymentdisclosure/).

*NOTE: All courses specifically identified by course number are graduation requirements for this program.*