Academic Plan - Certificate Medical Office Technology Billing and Reimbursement

**Catalog Year: 2019/2020**

**Total Credits:25**

The Billing and Reimbursement Certificate prepares students to perform the process of coding, billing and reconciling the payment process as related to an ambulatory care facility.

# Required Courses

1 Credits, MOT 289 - Capstone, available fall

2 Credits, HPR 106 - Law and Ethics for Healthcare Professions, available fall spring

3 Credits, HPR 178 - Medical Terminology, available fall spring summer

3 Credits, MOT 125 - Basic Medical Sciences I, available fall spring summer

3 Credits, MOT 130 - Insurance Billing and Coding, available spring

3 Credits, MOT 131 - Advanced Insurance Billing and Coding, available fall

3 Credits, MOT 133 - Basic Medical Sciences II, available fall spring summer

3 Credits, MOT 135 - Basic Medical Sciences III, available fall spring summer

4 Credits, MAP 110 - Medical Office Administration, available fall

# Pre-Requisites, Co-Requisites, and Recommendations

MOT 125 - Basic Medical Sciences I

Pre-Requisite: HPR 178 - Medical Terminology

MOT 130 - Insurance Billing and Coding

Requirement: Admission to MOT program

MOT 131 - Advanced Insurance Billing and Coding

Pre-Requisite: HPR 178 - Medical Terminology

Pre-Requisite: MOT 130 - Insurance Billing and Coding

MOT 133 - Basic Medical Sciences II

Pre-Requisite: HPR 178 - Medical Terminology

MOT 135 - Basic Medical Sciences III

Pre-Requisite: HPR 178 - Medical Terminology

MOT 289 - Capstone

Requirement: Instructor's permission

# Notes

Refer to the 2 Catalog for program admission, elective course and graduation requirements; consult the MOT Department for specific course planning information and guidance and utilize DegreeCheck to monitor progress. To graduate from this program, visit www.arapahoe.edu/graduation and submit the graduation application by the deadline. This information is subject to change without notice. Information regarding median loan debt, completion and placement rates, occupations and tuition / fees may be found at www.arapahoe.edu/gainful.

MOT 289 section 201 needs department permission to enroll – completion of all prior classes is required.

Due to prerequisites and some only being offered in spring/fall progression and completion time vary.

This certificate REQUIRES departmental advising; therefore a suggested course sequence will be determined according to the student’s schedule. Student must email department head to schedule advising.

# Graduation Requirements

All major, general education and other courses required for these certificates/degrees must be completed with a "C" or better to meet graduation requirements.

Medical Office Technology (MOT) courses must be taken within five years of a student's graduation.

# RECOMMENDED COURSE SEQUENCE PART-TIME TRACK

## Year 1: Spring

2 Credits, HPR 106 - Law and Ethics for Healthcare Profession

3 Credits, HPR 178 - Medical Terminology

3 Credits, MOT 130 - Insurance Billing and Coding

## Year 1: Summer

3 Credits, MOT 125 - Basic Medical Sciences I

3 Credits, MOT 133 - Basic Medical Sciences II

3 Credits, MOT 135 - Basic Medical Sciences III

## Year 1: Fall

4 Credits, MAP 110 - Medical Office Administration

3 Credits, MOT 131 - Advanced Insurance Billing and Coding

1 Credits, MOT 289 - Capstone