Academic Plan: Certificate - Medical Office Technology Billing and Reimbursement

**Catalog Year: 2020/2021**

**Total Credits: 25**

# Program Description

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

* HPR 106 - Law and Ethics for Healthcare Professions; Available all semesters; 2 Credits
* HPR 178 - Medical Terminology; Available all semesters; 3 Credits
* MAP 110 - Medical Office Administration; Available Fall and Spring Semesters; 4 Credits
* MOT 125 - Basic Medical Sciences I; Available all semesters; 3 Credits
* MOT 130 - Insurance Billing and Coding; Available Spring Semester; 3 Credits
* MOT 131 - Advanced Insurance Billing and Coding; Available Fall Semester; 3 Credits
* MOT 133 - Basic Medical Sciences II; Available all semesters; 3 Credits
* MOT 135 - Basic Medical Sciences III; Available all semesters; 3 Credits
* MOT 289 – Capstone; Available Fall Semester; 1 Credit

# Pre-Requisites, Co-Requisites, and Recommendations (grade C or better required)

Where requirements are listed as course categories (e.g. Electives, Arts/Humanities) rather than as specific courses, please note that depending upon course choice, pre-requisites may be required.

* 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

* Due to prerequisites and some only being offered in spring/fall progression and completion time vary.
* MOT 289 section 201 needs department permission to enroll – completion of all prior classes is required.
* Refer to the 2020/2021 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.
* This certificate REQUIRES departmental advising; therefore a suggested course sequence will be determined according to the student’s schedule. Student must email program chair 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

* HPR 178 - Medical Terminology (3 Credits)
* MAP 110 - Medical Office Administration (4 Credits)
* MOT 130 - Insurance Billing and Coding (3 Credits)

## Year 1: Summer

* MOT 125 - Basic Medical Sciences I (3 Credits)
* MOT 133 - Basic Medical Sciences II (3 Credits)
* MOT 135 - Basic Medical Sciences III (3 Credits)

## Year 1: Fall

* HPR 106 - Law and Ethics for Healthcare Profession (2 Credits)
* MOT 131 - Advanced Insurance Billing and Coding (3 Credits)
* MOT 289 – Capstone (1 Credit)