



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

Required Courses	Credits	Pre or Co Reqs Rqd	Course Availability		
			Fall	Spr	Sum
<b>Required Courses</b>					
• HPR 106 - Law and Ethics for Healthcare Professions (2 Cr.)	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• HPR 144 - Comprehensive Medical Terminology (3 Cr.)	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• MAP 110 - Medical Office Administration (4 Cr.)	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• MOT 125 - Basic Medical Sciences I (3 Cr.)	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• MOT 130 - Insurance Billing and Coding (3 Cr.)	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• MOT 131 - Advanced Insurance Billing and Coding (3 Cr.)	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• MOT 133 - Basic Medical Sciences II (3 Cr.)	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• MOT 135 - Basic Medical Sciences III (3 Cr.)	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• MOT 289 - Capstone (1 Cr.)	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 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 (3 Cr.)

- Pre-Requisite: HPR 144 - Comprehensive Medical Terminology (3 Cr.)

MOT 130 - Insurance Billing and Coding (3 Cr.)

- Requirement: Admission to MOT program

MOT 131 - Advanced Insurance Billing and Coding (3 Cr.)

- Pre-Requisite: HPR 144 - Comprehensive Medical Terminology (3 Cr.)
- Pre-Requisite: MOT 130 - Insurance Billing and Coding (3 Cr.)

MOT 133 - Basic Medical Sciences II (3 Cr.)

- Pre-Requisite: HPR 144 - Comprehensive Medical Terminology (3 Cr.)

MOT 135 - Basic Medical Sciences III (3 Cr.)

- Pre-Requisite: HPR 144 - Comprehensive Medical Terminology (3 Cr.)

MOT 289 - Capstone (1 Cr.)

- 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 2021/202 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](http://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](http://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.



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RECOMMENDED COURSE SEQUENCE FULL-TIME TRACK



RECOMMENDED COURSE SEQUENCE PART-TIME TRACK

<b>Year 1: Spring</b>	<b>Credits</b>	<b>Course</b>
	3	HPR 144 - Comprehensive Medical Terminology (3 Cr.)
	4	MAP 110 - Medical Office Administration (4 Cr.)
	3	MOT 130 - Insurance Billing and Coding (3 Cr.)
<b>Year 1: Summer</b>	<b>Credits</b>	<b>Course</b>
	3	MOT 125 - Basic Medical Sciences I (3 Cr.)
	3	MOT 133 - Basic Medical Sciences II (3 Cr.)
	3	MOT 135 - Basic Medical Sciences III (3 Cr.)
<b>Year 1: Fall</b>	<b>Credits</b>	<b>Course</b>
	2	HPR 106 - Law and Ethics for Healthcare Profession (2 Cr.)
	3	MOT 131 - Advanced Insurance Billing and Coding (3 Cr.)
	1	MOT 289 - Capstone (1 Cr.)