# Medical Billing Specialist (MBS) Certificate

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| **NAME:** |  | **ID:** |  | **DATE:** |  |

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| **Prerequisites = 8-10 credits** | | | | | | |
| **Prefix** | | **Class Title** | **Pre-requisite** | **Cr** | **Qtr** | **Grade** |
| ENGL& 101 | | English Composition |  | 5 |  |  |
| HIT 130  OR  \*HIT 105 (preferred) | | Medical Terminology I  Comprehensive Medical Terminology | ENGL&101 C or better | 3 or 5 |  |  |
| **Q1 Fall = 12 credits** | | | | | | |
| **Prefix** | **Class Title** | | **Pre-requisite** | **Cr** | **Qtr** | **Grade** |
| MO 101 | Healthcare Delivery and Alternate Care | | English 101, HIT 130 or HIT 105 (concurrent OK) | 5 |  |  |
| MO 131 | Beginning Outpatient Dx Coding | | HIT 130 or HIT 105, MO 101 (concurrent OK) | 2 |  |  |
| *CU 105* | *Word/Excel I* | |  | *5* |  |  |
| **Q2 Winter = 13 credits** | | | | | | |
| **Prefix** | **Class Title** | | **Pre-requisite** | **Cr** | **Qtr** | **Grade** |
| *BUS 110*  *OR*  *\*MATH&146* | *Business Math*  *OR*  *Intro to Statistics* | |  | *5* |  |  |
| MO 110 | Medical Office Procedures | | MO 101, HIT 130 or HIT 105 | 5 |  |  |
| MO 159 | Beginning Outpatient Px Coding | | MO 101, MO 131, HIT 130 or HIT 105 | 3 |  |  |
| **Q3 Spring = 14 credits** | | | | | | |
| **Prefix** | **Class Title** | | **Pre-requisite** | **Cr** | **Qtr** | **Grade** |
| MO 143 | Professional Development and Ethics | | MO 110, MO 159 | 3 |  |  |
| MO 151 | Insurance Claims Processing | | Mo 110, MO 159, MO 185 (concurrent OK) | 5 |  |  |
| MO 185 | Medical Billing Specialist (MBS) Practicum | | MO 151 (concurrent OK) | 3 |  |  |
| *CU 203* | *Excel II* | | *CU 103 or CU 105* | *3* |  |  |
| **TOTAL CREDITS = 47-52** | | | | | | |

\*Students should complete HIT 105 and MATH 146 if they plan to enroll in the HIT AAS degree or HIM BAS degree

\*\*Students must earn a C or higher in all courses to earn certificate

***ITALICIZED PURPLE CLASSES*** = Can be taken out of sequence