

**MISSISSIPPI DELTA COMMUNITY COLLEGE
TECHNICAL EDUCATION – MEDICAL BILLING AND CODING TECHNOLOGY**

The Medical Billing and Coding Technology program of study is designed to prepare students for employment in physician offices, hospitals, outpatient facilities, mental health clinics, nursing home facilities and insurance companies. Medical Billing and Coding is a two-year program of study which requires courses in the vocational-technical core, designated areas of concentration and academic core. The Associate of Applied Science degree is earned upon the successful completion of the Medical Billing and Coding curriculum.

Admission Requirements

Students must submit a composite score of 14 or higher on the Enhanced ACT. A minimum ACT score of 14 is also required on the Mathematical usage and Reading sections. Students 21 years old and older, who do not have an ACT score, must score at the 10th grade level or higher on the TABE.

Students having no experience on the keyboard (35 net words per minute or less) should take BOT 1013 – Introduction to Keyboarding. If they test out at 35 net words per minute or more, they may take BOT 1113 – Document Formatting and Production. Credit can be awarded for advanced placement in BOT 1013 Introduction to Keyboarding and/or BOT 1123 Keyboard Skill Building.

Students who are returning to the program after an absence of a semester or more must graduate under the current catalog because of curriculum changes in regard to computer application programs.

STUDENT NAME _____

REQUIRED COURSES:	PREV TAKEN	FALL	SPRING	FALL	SPRING
FIRST SEMESTER FRESHMAN					
BOT 1013 Intro to Keyboarding (3 hrs)					
BOT 1113 Document Formatting & Prod. (3 hrs)					
BOT 1133 Microcomputer App (3 hrs)					
BOT 1613 Medical Office Terminology I (3 hrs)					
BOT 1713 Mechanics of Communication (3 hrs)					
BOT 1413 Records Management (3 hrs)					
Math/Science Elective (3 hrs)					
SECOND SEMESTER FRESHMAN					
BOT 2813 Business Communications (3 hrs)					
BOT 1143 Word Processing (3 hrs)					
BOT 1313 Applied Business Math (3 hrs)					
BOT 1433 Business Accounting (3 hrs)					
BOT 1623 Medical Office Terminology II (3 hrs)					
Social/Behavioral Science Elective (3 hrs)					
FIRST SEMESTER SOPHOMORE					
BOT 1813 Electronic Spreadsheet (3 hrs)					
BOT 2413 Computerized Accounting (3 hrs)					
BOT 2643 CPT Coding (3 hrs)					
BOT 2653 ICD Coding (3 hrs)					
ENG 1113 English Composition (3 hrs)					
BOT 2743 Medical Office Concepts (3 hrs)					
SECOND SEMESTER SOPHOMORE					
BOT 2523 Medical Machine Transcription I (3 hrs)					
BOT 2663 Advanced Coding (3 hrs)					
BOT 2673 Medical Ins. Billing (3 hrs)					
BOT 2753 Medical Information Management (3 hrs)					
SPT 1113 Public Speaking I (3 hrs)					
Humanities/Fine Arts Elective (3 hrs)					
Total Hours: 75					
Advisor Initials:					
Date:					

Instructors: Carmen Brown, Amanda Hardin, Faye Stovall, Suzanne Thompson
Associate Degree Program