Insurance Billing Specialist

This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

### Semester 1

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDA 231</td>
<td>Intro to Health Insurance Billing and Coding</td>
<td>3</td>
</tr>
<tr>
<td>MEDA 232</td>
<td>Anatomy and Terminology for Medical Coding</td>
<td>2</td>
</tr>
</tbody>
</table>

### Semester 2

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDA 109</td>
<td>Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>MEDA 233</td>
<td>Intro to Medical Records and Health Info Management</td>
<td>2</td>
</tr>
</tbody>
</table>

### About Developmental Courses

Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses:

- ENGL 091  Preparing for College Reading I
- ENGL 092  Preparing for College Reading II
- ENGL 095  Reading and Writing Seminar
- ENGL 099  Introductory Writing
- MATH 001-003 Prep College Math I-III
- MATH 010  Fundamentals of Mathematics
- MATH 060  Math Literacy
- MATH 011  Introductory Algebra
- MATH 012  Intermediate Algebra

### Route to Success

Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

**Ready to Go**

Courses have no prerequisites or developmental courses.

**Semester-specific Course Offerings**

Courses are not offered all semesters.

**Minimum Grade Requirement**

Students must earn a minimum grade to remain in the program.

**Electives**

For details on eligible electives, please see reverse.

Taking **15 credits/semester** or **30 credits/year** will help you stay on track to finish your degree in two years.
The Insurance Billing Specialist program will prepare students for medical billing practices: paper and electronic; basic anatomy and medical terminology, and diagnostic and procedural codes which are important in the billing process. The program covers the basics of pharmacology and human diseases and will walk the student through the world of Medical Records/Health Information management.

Basic computer knowledge is required for the program and in professional settings that offer career opportunities to the Insurance Billing specialist: hospitals, physician’s offices, insurance companies, outpatient clinics, skilled nursing facilities, medical laboratories, home health care agencies, and independent billing agencies.

Insurance Billing Specialists prepare, submit and process insurance claims with their extensive new found language of medicine and so much more. This certificate will open doors to varied positions such as Billing Specialist, Billing Coordinator, Reimbursement Specialist, Patient Account Representative, Electronic Claims Processor, Claims Reviewer, Claims Analyst, Medical Collector, Coding Specialist, and Data Quality Analyst.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

A minimum of 10 credits and 4 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Explore your career and education options with CareerGPS at careergps.mass.edu.

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