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# Medical Insurance, Billing, and Coding Certificate Program

## Course Requirements

### MAJOR COURSES

<b>HEA101 Introduction to Health Services</b>	<b>Qtr. hrs. credit</b>
	4

Students study the American healthcare system, its structure and operations, the forces responsible for shaping it, and the policies influencing its current and future performance.

<b>HEA200 Medical Terminology I</b>	4
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Provides a solid foundation and understanding of the medical language used by healthcare professionals. This is accomplished through the introduction, reinforcement, and combining of medical word parts including prefixes, suffixes, and combining forms. Emphases are on word building, analysis of parts of the word, abbreviations, spelling, and correct pronunciation of various body systems including the musculoskeletal, digestive, nervous, and integumentary, as well as the senses.

<b>HEA201 Medical Terminology II</b>	4
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Students continue to develop their understanding of the medical terms that are used regarding various body systems. There is an emphasis on combining word parts (prefixes, suffixes, and combining forms) to create full medical terms including the cardiovascular, respiratory, urinary, endocrine, lymphatic, and reproductive systems.

Prerequisite: HEA200

<b>HEA210 Medical Coding I</b>	3
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An introduction to the development of medical nomenclature and classification systems. Topics include coding of diseases and procedures, an overview of coding systems, and basic coding rules and conventions.

Prerequisites: HEA200, SCI223

<b>HEA211 Medical Coding II</b>	3
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Students learn about inpatient coding, the assignment of DRGs, the relationships of coding to reimbursement, and selected nomenclature and classification systems.

Prerequisite: HEA210

<b>HEA251 Medical Records</b>	4
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Offers an introduction to the medical record. This course assists students in developing a thorough understanding of the content of medical records in order to be able to locate information necessary for billing and coding. Students are exposed to patient records typical of acute, outpatient, and alternate care settings. Students also learn about numbering and filing systems, record storage and circulation, and legal aspects of medical records.

Prerequisites: HEA201, SCI224

**HEA252 Medical Insurance Procedures**

4

Provides students with an in-depth look at billing third-party payers (Managed Care, Medicaid, Medicare, Tricare, and Workers' Compensation). The course will cover specific terminology; the rules and regulations; the submission of the correct claim form; the criteria needed for each payer; the federal laws for each payer; identification of benefits or non-benefits for each third-party payer; and how to calculate payment.

**HEA253 Electronic Medical Billing**

4

Covers the administrative billing procedures performed by medical billing and coding professionals. This course will focus on electronic claims preparation and submission utilizing documentation provided in Electronic Health Records (EHR). This class allows students to perform practical applications of the coding skills learned in coding courses.

Prerequisite or Corequisite: HEA252

Prerequisite: HEA210

**HEA261 Medical Reimbursement and Appeals**

3

An in-depth study of the advanced administrative procedures performed by medical billing and coding professionals. This course will focus on complex claims submission, EOB interpretation, strategies for dealing with insurance carriers, follow-up practices, and the appeal process. The development of an appropriate and effective collection plan will be discussed.

Prerequisite: HEA252

**HEA293 Internship**

4

Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.

Prerequisite: BUS226

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**BUSINESS COURSES****BUS226 Career Management Seminar**

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Explores career development opportunities and strategies. Stresses entry-level job requirements and upward career paths. Covers resume writing skills, interviewing techniques, and the importance of professionalism. Continues the student's orientation to Berkeley College's computer framework, which includes content collection and compiling a professional ePortfolio.

**CIS115 Computer Applications**

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An introduction to computer technology with an emphasis on applications. Students learn how to use software packages, such as Microsoft Windows, Word, PowerPoint, and Excel. Includes an orientation to Berkeley College's computer framework, which includes Blackboard, content collection, and portfolio development.

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**LIBERAL ARTS COURSES****SCI223 Anatomy and Physiology I**

4

Study of the structure, function, and pathology (disease) of the human body. Students are introduced to various body systems, including the musculoskeletal, digestive, nervous,

and integumentary, as well as the senses.

### **SCI224 Anatomy and Physiology II**

4

Students continue to develop their understanding of the anatomy, physiology, and pathology (diseases) of the human body. Topics covered include the cardiovascular, respiratory, urinary, endocrine, lymphatic, and reproductive systems.

Prerequisite: SCI223

### **SCI 242 Bioethics and Medical Law**

4

This course provides an understanding of the legal, moral, and ethical issues involved in the healthcare environment, including laws and standards that protect both the healthcare professional and patient. In addition, the bioethics component of the course focuses on the study of the ethical controversies involved in the practice of medicine, including euthanasia, abortion, doctor-patient confidentiality, human and animal experimentation, genetic engineering, stem-cell research, cloning, and access to healthcare.

### **SOC231 Human Relations in the Workforce**

4

Students will develop the interpersonal skills known to be key ingredients for successful everyday interactions with coworkers, supervisors, and customers/clients at any work environment. Some major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional service for customers/clients, and managing on-the-job stressors.

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### **59 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION**

In the final quarter, most on-site courses are offered only during the late afternoon and early evening as not to interfere with internships.

Eligibility for internships required to obtain a Berkeley College degree or certificate and employment opportunities in the healthcare field may be contingent upon the results of a post-offer medical examination, which may include drug and alcohol testing, receipt of satisfactory references, and background checks. Applicants for whom such requirements may be matters of concern are strongly advised to contact an Admissions counselor prior to enrolling in a healthcare-related program.

To qualify for graduation, students must participate in the Certified Billing and Coding Specialist (CBCS) certification examination.

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### **SAMPLE PROGRAM SEQUENCE**

- 1 **Medical Insurance, Billing, and Coding Certificate in New Jersey Program Statistics**