



Healthcare Billing and Coding Specialist (HBC1)—34 Credit Hours

Program Description:

Healthcare Billing and Coding Specialist program provides a basic short-term academic credential with the potential for future program credit. The curriculum provides advanced training in coding skills for persons wanting to progress in their occupations or who want to prepare for full-time or part-time employment in the medical field. The Healthcare Billing and Coding Specialist program provides basic training in anatomy, medical terminology, human pathology, insurance reimbursement, and diagnostic and procedural coding skills. Initial salaries are approximately \$34,200 per year. This certificate is eligible for State Aid only.

Contact:

Tanya Byrd-Johnson, Program Chair
 770-824-5256
 tanya.johnson@westgatech.edu

Website:

<https://www.westgatech.edu/program-explorer/nursing-allied-health-sciences/business-health-technology/>

Pre-Certificate Requirements

Program Specific

- Learner Supplies—Access to a computer with reliable Internet Connection, MS Office 365/2021 programs: Word, Excel, Access, PowerPoint, Sway, Outlook
- GPA 2.0 higher

Set the Track, Start the Track, Stay on Track

Meet with an Advising Coach to Stay on Track. S = Semester; CR = Credit Hours; FA = Fall; SP = Spring; SU = Summer; ALL=any semester

	Grade	Semester 1	S	CR	Notes & Milestones
✓		ALHS 1011 Structure and Function of the Human Body	ALL	5	
		ALHS 1090 Medical Terminology for Allied Health Sciences	ALL	2	
		CISM 2201 Foundations of Computer Applications	ALL	3	
		ENGL 1010 Fundamentals of English	ALL	3	
				13	Program Semester Hours
✓	Grade	Semester 2	S	CR	Notes and Milestones
		BUSN 1015 Introduction to Healthcare Reimbursement	FA SP	3	Prerequisite: ALHS 1090
		BUSN 1460 Keyboarding and Document Formatting	FA SP	4	Prerequisite: CISM 2201(may be taken as a corequisite instead of a prerequisite)
		BUSN 2350 Electronic Health Records -OR- HIMT 1250 Health Record Content and Structure	FA SP FA	3 2	Prerequisite: ALHS 1011, ALHS 1090; CISM 2201 None
		MAST 1120 Human Diseases	ALL	3	Prerequisite: ALHS 1011; ALHS 1090
				13	Program Semester Hours
✓	Grade	Semester 3	S	CR	Notes and Milestones
		BUSN 2400 Healthcare Procedural Coding	FA SP	3	Prerequisite: ALHS 1011; ALHS 1090; MAST 1120
		BUSN 2410 ICD Coding	FA SP	3	Prerequisite: ALHS 1011; ALHS 1090; MAST 1120

				6	Program Semester Hours
✓	Grade	Semester 4	S	CR	Notes and Milestones Prerequisites must be passed with a "C" or higher
		BUSN 2420 Advanced Medical Coding	SU	3	Prerequisite: BUSN 2400; BUSN 2410
		Total of 3 Credits: BUSN XXXX Any BUSN course		3	List of BUSN course descriptions
				6	Program Semester Hours
Always check online https://www.westgatech.edu/ and meet with your Advising or Faculty Coach to ensure you are viewing the latest and most accurate information.					

Note: If a course is full or unavailable when you to attempt to register, please select an available course from any term listed, given you have satisfied the required pre-requisite.

Credit for BUSN 1015, 1190,1400, 1410, 1420, 1430, 1440, 2160, 2210, 2340, 2350, and 2375 or courses requiring those courses as pre-requisites are awarded only if the courses have been completed within the last seven years. Courses over seven years old may be recommended by the program chair and approved by the Dean of the School of Business/Public Services if the student presents recent, documented, in-field experience or current software certification.

Employment Opportunities: <https://www.westgatech.edu/student-life/career-services/>

Financial Aid by Program: <https://www.westgatech.edu/wp-content/uploads/2019/02/WGTC-Available-Aid-By-Program-11-17-2023.pdf>

As set forth in its student catalog, West Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). The following persons have been designated to handle inquiries regarding the non-discrimination policies: Equity (Title IX) Coordinator, Dean of Students, 770.537.5722, 176 Murphy Campus Blvd., Waco, GA 30182. ADA (Section 504) Coordinator for Students: Career and Student Support Services Manager, 770.824.5245, 176 Murphy Campus Blvd., Waco, GA 30182, for Employees: Human Resources Manager, 770.537.6056, 176 Murphy Campus Blvd., Waco, GA 30182.