



Medical Billing Clerk (MB21)—22 Credit Hours

Program Description:

The Medical Billing Clerk certificate program provides instruction in medical insurance and medical billing for reimbursement purposes. Graduates may find employment in providers' offices, hospitals, health insurance companies, home health agencies, and independent billing centers.

Contact:

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Website:

<https://www.westgatech.edu/program-explorer/business-accounting/business-technology/>

Certificate Requirements

Program Specific

- Courses may rotate among the following locations: Carroll, Coweta, Douglas, LaGrange, Murphy and Online

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	Course Names	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	
		BUSN 1440 Document Production	FA, SP	4	Prerequisite: The ability to key 30 gross words a minute on 3-minute timings with no more than 3 errors (see Admissions Office for testing) Prerequisite: CISM 2201(may be taken as a corequisite instead of a prerequisite)
		BUSN 2375 Healthcare Coding	FA	3	Prerequisite: ALHS 1011 and ALHS 1090
		CISM 2201 Foundations of Computer Applications	ALL	3	Substitution: COMP 1000 prior to January 2018
		Total of 5 Credits: BUSN XXXX Any BUSN course -AND- BUSN XXX Any BUSN course		5	List of BUSN course descriptions

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>

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