

**Medical Coding and Billing
Certificate of Proficiency – Level One**

Texas Southmost College
Division of Humanities

A certificate in Medical Billing and Coding will prepare students for entry level positions in physicians' offices, clinics, hospitals, and other outpatient settings.

FIRST SEMESTER	CREDIT HOURS
POFM 1317 Medical Administrative Support	3
HITT 1305 Medical Terminology I	3
MDCA 1309 Anatomy and Physiology for Medical Assistants	3
POFM 1300 Basic Medical Coding	3
HITT 1353 Legal and Ethical Aspects of Health Information	3
SECOND SEMESTER	
BCIS 1305 Business Computer Applications	3
HITT 1301 Health Data Content and Structure	3
MDCA 1343 Medical Insurance	3
POFM 2310 Intermediate Medical Coding.....	3

TOTAL CREDIT HOURS FOR GRADUATION - 27

A minimum grade of "C" must be obtained in each POFM, HITT, and MDCA course required in the certificate plan.