

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

Texas Southmost College
Health Care, Career and Technical Education Division

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
SECOND SEMESTER	
MDCA 1343 Medical Insurance.....	3
POFM 1300 Basic Medical Coding	3
HITT 1301 Health Data Content and Structure	3

TOTAL CREDIT HOURS FOR GRADUATION - 18

TSI Requirement (Texas Success Initiative - any other state-approved test) - Student must take all three sections of state-approved test to graduate with this degree.

Students must graduate within one (1) year from the academic year of entrance or the student will be placed under the provisions of a newer catalog.

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

Students must complete the program of study within one (1) year of entrance.