

**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.

<b>FIRST SEMESTER</b>	<b>CREDIT HOURS</b>
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
<b>SECOND SEMESTER</b>	
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, MDCA) course required in the certificate plan.