

# MEDICAL BILLING - UNDERGRADUATE CERTIFICATE

College of Applied and Technical Studies  
www.kent.edu/cats

## About This Program

The Medical Billing undergraduate certificate provides a basic understanding of software, medical terminology, coding and procedures used in medical settings such as hospitals, clinics, doctors' offices and outsourcing facilities involved with providing billing operations. The certificate prepares students for the Certified Coding Associate exam from the American Health Information Management Association (AHIMA).

## Contact Information

- **John Baker** | jbaker96@kent.edu | 330-308-7570
- Speak with an Advisor
  - Salem Campus
  - Tuscarawas Campus
  - Online (any campus above)
- Chat with an Admissions Counselor

## Program Delivery

- **Delivery:**
  - Fully online
  - In person
- **Location:**
  - Salem Campus
  - Tuscarawas Campus

## Examples of Possible Careers and Salaries\*

### Medical secretaries and administrative assistants

- 9.5% much faster than the average
- 623,400 number of jobs
- \$37,350 potential earnings

\* Source of occupation titles and labor data comes from the U.S. Bureau of Labor Statistics' Occupational Outlook Handbook. Data comprises projected percent change in employment over the next 10 years; nation-wide employment numbers; and the yearly median wage at which half of the workers in the occupation earned more than that amount and half earned less.

## Admission Requirements

The university affirmatively strives to provide educational opportunities and access to students with varied backgrounds, those with special

talents and adult students who graduated from high school three or more years ago.

Kent State campuses at Ashtabula, East Liverpool, Geauga, Salem, Stark, Trumbull and Tuscarawas, and the Twinsburg Academic Center, have open enrollment admission for students who hold a high school diploma, GED or equivalent.

Some programs may require that students meet certain requirements before progressing through the program. For programs with progression requirements, the information is shown on the Coursework tab.

For more information on admissions, contact the Regional Campuses admissions offices.

## Program Requirements

### Certificate Requirements

Code	Title	Credit Hours
<b>Certificate Requirements</b>		
BSCI 10001 or BSCI 21010	HUMAN BIOLOGY (KBS) ANATOMY AND PHYSIOLOGY I (KBS) (KLAB)	3
HED 14020	MEDICAL TERMINOLOGY	3
OTEC 16639	DATABASE APPLICATIONS	3
OTEC 26638	BUSINESS COMMUNICATIONS	3
OTEC 26650	MEDICAL BILLING PROCEDURES (ELR)	3
OTEC 26655	ICD CODING	3
OTEC 26656	CURRENT PROCEDURAL TERMINOLOGY (CPT) CODING	3
<b>Minimum Total Credit Hours:</b>		<b>21</b>

## Graduation Requirements

Minimum Certificate GPA	Minimum Overall GPA
2.000	2.000

- Students must complete a minimum of 15 credit hours of the certificate curriculum at Kent State University.
- Transfer credits may be used as long as letter grade appear on original transcript.

## Program Learning Outcomes

Graduates of this program will be able to:

1. Apply current procedural (CPT) and diagnostic (ICD) codes based on medical documentation.
2. Identify and define specific medical terminology in relation to a specific disease or diagnostic procedure.
3. Know and understand laws, regulations and guidelines, including compliance with HIPAA related to medical billing.
4. Create a hypothetical health insurance claim form for medical reimbursement.
5. Apply a variety of computer skills necessary to prepare documents related to coding and billing in healthcare settings.
6. Apply oral and written communications skills — including letters, email, memos, telephone and video — with interactions related to insurance companies, physicians and other health care professionals.
7. Demonstrate the ability to be successful as a team member as part of a diverse environment.