College of DuPage

Program Information and Registration Packet

Physician Office Coding and Billing

https://cod.edu/academics/programs/health_info/phys_office.aspx

Physician Office Coding and Billing

The College of DuPage Health Information Technology (HIT) program offers four courses in a certificate to help prepare students be able to code and bill for physician offices. **These courses are NOT for inpatient/hospital cases.** Students may expect to find employment not only in physician offices, but at billing companies, insurance offices or even in the home, after some experience.

You do not need to apply for this program. Just be sure to take the courses described below in the correct sequence. You should update your academic record by completing the [Student Academic Program](#) [Change Form](#) or visiting the Records office, SRC 2150. For this certificate, please indicate program code HIT.CER.POBILL.

Classes in the regular classroom format are also available (see below):

Semester Sequence:

Health Science (HLTHS) 1110	3 credit hours (no prerequisites)
HIT 1107	3 credit hours (prerequisite - HLTHS 1110)
HIT 1108	3 credit hours (prerequisite - HLTHS 1110)
HIT 1121	3 credit hours (prerequisites - HIT 1107 & HIT 1108)

Both HIT 1107 AND HIT 1108 MUST BE COMPLETED BEFORE TAKING HIT 1121.

HLTHS 1110, Biomedical Terminology, is offered every term so you may begin this certificate any term.

The first course is HLTHS 1110, Biomedical Terminology (3 credit hours). This course is a study in the language of medicine, including word roots, prefixes and suffixes. The language is taught by systems of the body. **This course is offered every term, day and evening sections, as well as independently and online.** HLTHS 1110 is the prerequisite for HIT 1107 and HIT 1108.

HIT 1107, C.P.T. Coding (3 credit hours) is an introduction and general review of C.P.T. (Current Procedural Terminology), including E&M (Evaluation and Management) coding, surgery, radiology, etc. **It is offered every term in the evening.** HIT 1107 is a prerequisite for HIT 1121.

HIT 1108, ICD-10-CM Coding for Physician Services (3 credit hours) includes an introduction to International Classification of Diseases ICD 10 for coding and reimbursement in physician office services. *You must bring proof of HLTHS 1110/AH 110 or equivalent to the first class*. **This course is offered every term.** HIT 1108 is the prerequisite for the next course, HIT 1121.

HIT 1121, Billing in Physician Offices (3 credit hours) is a general review of commercial and Medicare billing for physician offices. There are lab simulations for this course on the computer. **It is offered every term.** You must take HIT 1107 and HIT 1108 **BEFORE** this course. This course requires a permit from HIT coordinator, Joyce Graves (gravesj@cod.edu), to register. Health Science 1110, HIT 1107 and HIT 1108, **with a "C" or better**, must be taken before HIT 1121.

Students must take three courses in the correct sequence, HLTHS 1110, HIT 1107 and HIT 1108 **BEFORE HIT 1121**. None of these courses can be taken concurrently with each other, EXCEPT HIT 1107 and HIT 1108.

Please check the current schedule of classes for times at https://myaccess.cod.edu. The fees for the courses include tuition, plus books and possible lab fees. If you do not live in COD District 502 but work in it FULL-TIME, tuition is offered at the in-district rate. If you live outside of COD District 502, you may be eligible for a chargeback from your area community college. Please call their Admissions office for information.

If you have never attended COD, you must complete an Admissions application and pay a one-time $20 non-refundable application fee. You can then register by phone during open registration or earlier at (630) 942-2377. If it has been a while since you have attended COD, you can register by phone during open registration or earlier if you call Registration and get a registration date.

After completing the first three courses, a student may complete a petition to graduate form from the Records office. Students will graduate and earn a certificate when all four courses are completed. To become a certified coder, please see www.AHIMA.org. Students can be certified as a CCS-P (Certified Coding Specialist for Physicians) after passing the exam offered by the American Health Information Management Association in Chicago, (312) 233-1100, www.AHIMA.org.

Another avenue for certification would be an entry-level test from the American Academy of Professional Coders Please visit www.aapc.com for details. If you pass, you may use the letters CPC (Certified Professional Coder). Information can be obtained by calling (800) 626-2633.

For any questions, please call HIT program coordinator Joyce Graves gravesj@cod.edu (preferred) or (630) 942-2242.

Estimate of Student Fees

Please visit the Program Costs webpage for estimated fees.

Non-Discrimination Policy

The College prohibits discrimination in its admissions, employment, and educational programs or activities on the basis of race, color, sex, religion, creed, national origin, age, ancestry, marital status, sexual orientation, gender identity and expression, arrest record, military status or unfavorable military discharge, citizenship status, and physical or mental disability. The College will protect an individual's right to express their viewpoint or opinion, so long as it does not violate State or Federal law and is not detrimental to the College.

This Policy against discrimination applies throughout all College environments, whether on campus, at work assignments off campus, at College-sponsored social functions, or otherwise.

Procedures to facilitate the College's prohibition of discrimination will be promulgated consistent with the Policy. (Board Policy 20-5).