Medical Billing and Coding Career Diploma

PROGRAM OUTLINE

The program materials will be available in the approximate order listed below.

This program will help you prepare for the **Certified Billing & Coding Specialist (CBCS) exam** offered by the National Healthcareer Association (NHA), the **Certified Professional Coder (CPC) exam** offered by AAPC (American Academy of Professional Coders), and the **Certified Coding Associate (CCA) exam** offered by the AHIMA (American Health Information Management Association).

Introduction to Allied Health

Lesson 1	**Starting Your Program**
Lesson 2	**Introduction to Allied Health**

Terminology, Anatomy, and Physiology

Lesson 3	**Law in Allied Health**
Lesson 4	**Ethics in Allied Health**
Lesson 5	**Confidentiality in Allied health**

Medical Billing and Health Insurance

Lesson 6	**Reimbursement Methodologies**
Lesson 7	**Comprehensive Health Insurance**

Medical Billing Office Procedures

Lesson 8	**Basic Math in Allied Health**
Lesson 9	**Basic Grammar in Allied Health**
Lesson 10	**Professional Communications**
Lesson 11	**Basic Word and Excel**

Body Systems and Medical Terminology 1

Lesson 12	**Introduction to Medical Terminology**
Lesson 13	**Cardiovascular and Hematologic Systems**
Lesson 14	**Respiratory and Endocrine Systems**
Lesson 15	**Gastrointestinal, Urinary, and Reproductive Systems**

Body Systems and Medical Terminology 1

Lesson 16	**Integumentary and Musculoskeletal Systems**
Lesson 17	**Sensory Organs and Nervous System**
Lesson 18	**Immune System, HIV, and Cancer**

The Penn Foster College Career Diploma Grading System

LESSON GRADE	LETTER	RATING
90-100	A	Excellent
80-89	B	Good
70-79	C	Average
65-69	D	Passing
Below 65	F	Failing

An overall program average of 65%, or above, is required to graduate and earn your Career Diploma.

Note: The titles of your learning materials may be different from those listed on your program outline. There is no need to call your instructor about these differences. While the titles of certain learning materials may differ, the educational content is the same. All learning materials are designed to give you the finest education in your field. If you need instructional assistance, however, be sure to call for help. We reserve the right to revise the program of study and the instructional materials, and to substitute for the items of equipment offered.

MBCOUT01-1912

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