



*Internal Certificate*      **2009-2010**

**Health and Human Services  
Racine Campus**

**MEDICAL BILLING CLERK  
CERTIFICATE  
(90-509-1)**

**12 Credits**

- All courses may be applied toward a Medical Assistant technical diploma.
- The minimum required grade for each course is a C.

**REQUIRED COURSES**

<b><u>Course Number</u></b>	<b><u>Course Title</u></b>	<b><u>Credits</u></b>
501-107	Intro to Healthcare Computing (Prereq. Instructor Consent)	2
501-101	Medical Terminology	3
509-301	Medical Assistant Administrative Procedures (Coreq. 106-101)	1
509-307	Medical Office Insurance & Finance (Coreq. 106-001, 509-302)	2
509-309	Medical Law, Ethics, and Professionalism	1
509-302	Human Body in Health and Disease (Coreq. 501-101)	<u>+ 3</u>
		12

NOTE: Students must complete a certificate program with a minimum of a 2.0 Program GPA.  
NOTE: Prerequisites can be waived with departmental approval.