

Plan of Study
Continuing Education - Alamo Colleges

Student Name		Banner ID	Program Medical Billing & Coding			Campus(s) Specific
Program Description Certified billing and coding specialists have a wide range of employment opportunities! The skills learned through medical coding certification are essential to hospitals, physicians' offices, surgery centers, nursing homes, dental offices, home healthcare agencies, mental health facilities and even insurance companies and consulting firms. Tasks performed could include: Gathering/reviewing essential information, verifying required documentation before patient information is released, preventing fraud/abuse by audition billing, supporting coding and billing process, assigning codes for diagnoses and procedures, coaching healthcare providers to achieve optimal reimbursement, submitting claims for reimbursement, auditing billing. This program/course prepares you for the (CBCS) Certified Billing & Coding Specialist Certification.						
Sequence Mandatory	Notes:					
Completion Status	Course Title(s)	Rubric	Contact Hours	CRN	Prerequisite(s)	Grade Mode Training Mode
	Medical Terminology	HITT 1005	48			A,B,C,D, NR Online
	Pathophysiology & Pharmacology	HITT 2030	48		Medical Terminology HITT 1005	A,B,C,D, NR Online
	Coding & Classification	HITT 1041	48		Patho & Pharm HITT 2030	A,B,C,D, NR Online
	Medical Insurance & Billing	HITT 1013	48		Coding & CClass HITT 1041	A,B,C,D, NR Online
	Certification Exam Review	HITT 2045	48		Medical Ins & Billing HITT 1013	A,B,C,D, NR Online
Program Requirements Possess proficiency in English (reading, writing, and speaking skills) You are at least eighteen (18) years of age Some high school Must have access to computer/tablet and internet						

This form is an outline of courses required to complete the elected Continuing Education program.

Reference the course syllabus; the syllabus provides an overview of the assignments and activities in a course. It is your guide to what to expect from the course and to your responsibilities as a student.

CE students have access to the ACES portal at <https://aces.alamo.edu>. ACES is your official access point to student resources and information. All Alamo Colleges CE students are given a banner ID number and official Alamo Colleges e-mail; your Official Alamo College e-mail address will be the official form of communication between you and the college.

CE courses require a minimum of 80% attendance; some State Regulated courses require a specific number of hours to qualify for a certification from a credentialing body. Students are expected to attend class on the first day and throughout the program. Students may be dropped who do not attend the first class meeting or make contact with the instructor regarding the absence.

For fully online courses, an attendance verification activity is assigned and must be completed. For courses that are less than 3-days the student is expected to complete the attendance activity on or before the Census Date.

CE students may have the option to convert CEU's to academic credits for qualifying programs which may lead towards an academic certificate or associate's degree at any of the Alamo Colleges. A six-hour academic requirement must be met before the CEU's can be transferred into college credit.

The Alamo Colleges District's grading system is available in the Academic Standards section of the academic catalog on the left hand navigation bar. A grade of NR (Not Recorded) is posted on your transcript when your instructor has not assigned a final grade. To change a grade of NR, you should follow up with the instructor or, reach out to dst-alamoICD@alamo.edu for further guidance.

	Yes	No
CE to Credit pathway eligible:		X
Prior Learning Credit eligible:		X