



Health Sciences

Medical Assisting-Claims Processing-Coding - Track 5

Janet Fisk, 527-4836

Check List

PREPARATION FOR PROGRAM CLAIMS PROCESSING&CODING TRACK

Semester	Notes	Class	Description	Semester Offered	Units	Done	ToDo
SP&SUM		BGN & BOT classes	Keyboarding speed of 40 wpm	All	up to 3.0	<input type="radio"/>	<input type="radio"/>
		HLC60	Medical Terminology	All	3.0	<input type="radio"/>	<input type="radio"/>
SPRING		CIS 101A	Intro to Personal Computers	Fall&Spr	1.0	<input type="radio"/>	<input type="radio"/>

REQUIREMENTS FOR CLAIMS PROCESSING & CODING TRACK PROGRAM

Semester	Notes	Class	Description	Semester Offered	Units	Done	ToDo
FALL		ANAT 58	Introduction to Human Anatomy	Fall&Spr	3.0	<input type="radio"/>	<input type="radio"/>
		BOT 77.9	WordPerfect (or other WordPerfect course)	Fall&Spr	1.5	<input type="radio"/>	<input type="radio"/>
		MA 62	Medical Terminology, Advanced	Fall	4.0	<input type="radio"/>	<input type="radio"/>
		MA 60	Medical Office Practice (or 6 mos. med off. exp.)	Fall	3.0	<input type="radio"/>	<input type="radio"/>
		MA 61	Law & Ethics in the Medical Office	Fall&Spr	1.0	<input type="radio"/>	<input type="radio"/>
SPRING		BBK50	Business Bookkeeping	Fall&Spr	3.0	<input type="radio"/>	<input type="radio"/>
		MA68.1	Med. Office Insurance Basic (1st 8 wks)	Spring	1.5	<input type="radio"/>	<input type="radio"/>
		MA68.2	Computerized Medical Office Bkpg (2nd 8 wks)	Fall&Spr	0.5	<input type="radio"/>	<input type="radio"/>
		MA 68.4	Procedural Coding (1st 8 wks)	Spring	1.5	<input type="radio"/>	<input type="radio"/>
		MA 67A	Diagnostic Coding (2nd 8 wks)	Spring	1.5	<input type="radio"/>	<input type="radio"/>
FALL		MA 67 B	Intermed Diagnostic & Procedural Coding	Fall	3.0	<input type="radio"/>	<input type="radio"/>
		MA66.3	Externship, Claims Processing & Coding	Fall	3.5	<input type="radio"/>	<input type="radio"/>

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[Bill Turner](#)

bill_turner@garfield.santarosa.edu

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