

PROGRAM APPROVAL APPLICATION
NEW or SUBSTANTIAL CHANGE or LOCALLY APPROVED
(This application may not exceed 3 pages)

Fill In Form

Fundamentals of Medical Billing & Coding Certificate

_____	Fall 2016
Proposed Program Title	Projected Program Start Date
Los Angeles Mission College	Los Angeles Community College District
College	District

Contact Information

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Voting Member	Title
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Phone Number	Email

Goal(s) of Program (Check all that apply):

Career Technical Education (CTE) Transfer Other

Type of Program (Check all that apply):

Certificate of Achievement 12-17 (or 17-27 quarter) units Certificate of Achievement 18+ semester (or 27+ quarter) units
 Associate of Science Degree Associate of Arts Degree

Reason for Approval Request (Check One):

New Program Substantial Change Locally Approved

Program Information

_____ Recommended [Taxonomy of Program \(TOP\) Code](#)
 _____ Units for Major-Degree
 _____ Total Units for Degree
 18.5 Required Units-Certificate

Written Form

1. Insert the description of the program as it will appear in the catalog. (See PCAH pp. 142 and 170)

This certification prepares students to assume entry level medical office duties and responsibilities. It also prepares students for career advancement and training in the use of current computer application programs, medical/hospital billing procedures and medical records procedures. The program provides basic skills that promote success in the workplace. Typical entry level positions include medical clerk, medical coder, medical office assistant, billing clerk and medical office staff.

2. Provide a brief rationale for the program.

Healthcare is one of the fastest growing employment opportunities in the Los Angeles County. According to Forbes, employment positions in the clerical office support field is changing, for example from 2010 to 2020 there is an expected increase of 489,500 job opportunities in healthcare.

<http://www.forbes.com/pictures/efkk45fmhd/5-office-clerks/> The certificate program will introduce students to a broad range of skills and knowledge which the healthcare employers are seeking. Student will be expected to know the following:

- Basic knowledge and skills in front office area, including scheduling appointments
- Basic communication skills including phone and face-to-face
- Basic verification of insurance benefits
- The guide lines for HIPAA

The program focuses on Bill/account collectors and Billing/posting clerks. These positions are under the clerical office support and are also increasing in demand. The student skills focus on the following areas:

- Basic billing protocol for various payers, Medicare, Medi-Caid, Third party, etc.
- Basic accounting and application of payments
- Basic training in billing and computing charges for medical services

3. Summarize the Labor Market Information (LMI) and employment outlook (including citation for the source of the data) for students exiting the program. (See PCAH pp. 85-88, 136, 147, 148, 165, 168, and 176)

According to EMSI, for LA and Orange counties, the occupations of Bill/Account Collectors and Billing/Posting Clerks are estimated to increase by 14% from 2013-2023. Two of the top three industries that employ Bill/Account Collectors (43-3011) and Billing/Posting Clerks (43-3021) work in offices of physician's and general medical and surgical hospitals. The proposed certificate of achievement developed by LAMC will enhance the skills of those students who seek a career in health care. The certificate was developed to provide job opportunities to those in the local region.

According to statistical data, it is estimated that the growth in the healthcare field for both of these positions is projected to increase in the Los Angeles and Orange County areas. In (2013) there were 46,789 jobs in that field. Bill/Account collectors (43-3011) represent 20,102 jobs, and Billing/Posting clerks (43-3021) represent 26,686 jobs. For the next seven-year projection, it is anticipated that these areas will increase as follows: (43-3011) increase of 11%, represent 2,263 additional opportunities. (43-3021) increase of 16% representing 4,321 additional job opportunities.

The statistical data identified percentile earnings increased from \$15.76 (25th percentile earnings) to \$22.71 (75th percentile earnings) for the bill/account collector. The billing/posting clerk percentile earnings increased from \$14.82 (25th percentile earnings) to \$21.92.

According to EMSI, the region, the state and the nation exhibit an increase from 14.1% up to 17.6% in trends for job opportunities. In 2013 the data for the nation revealed 902,073 job opportunities and it is estimated that in the next seven years the job opportunities will increase by 16.2% representing 146,350 jobs. The state data revealed a 17.6% increase, from 105,486 (2013) jobs to 18,528 jobs within the next seven years. In the Southern California region (excluding San Diego) the increase is estimated at 15.9%. In 2013 the job market

revealed 59,957(2013) and in seven years they anticipate an increase to 66,035 job opportunities. To ensure we provide enough skilled employees, this certificate program will meet the demand of job opportunities in the healthcare field.

Within the region in 2014, 2 programs, Accounting Technology and Banking and Support Services had 1,204 completions while at the same time there were 2,067 annual openings, a gap of 863 openings. EMSI

4. List similar programs at other colleges in the Los Angeles and Orange County Region which may be adversely impacted. (There is space for 10 listings, if you need more, please contact laocrc@sccollege.edu)

College	Program	Who You Contacted	Outcome of Contact
East Los Angeles College	Medical Billing Assistant	Life Science main office	No response.
Glendale Community College	Medical Billing and Coding	HIT and Medical Office Administration	"You have our blessings."
Santa Monica College	Medical coding and billing specialist	Office Technology	No response.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5. List all courses required for program completion, including core requirements, restricted electives and prerequisites. (There is space for 20 listings, if you need more, please contact laocrc@sccollege.edu). (See PCAH pp. 143 and 171)

Courses	Course Number	Course Title	Units
Medical terminology pertaining to common diseases	HOC063	Basic medical terminology, pathophysiology and pharmacology	2.0
Identify cultural awareness in the healthcare field	HOC064	Cultural and legal topics for health care professionals	1.0
Healthcare basic ethics and professional skills	HOC065	Fundamentals for the health care professionals	2.5
Microsoft word, excel and outlook	CAOT082	Microcomputer software survey in the office 82	3.0
Basic computer applications for basic office skills	CAOT020	Medical office procedures	5.0
Identify components of a medical chart utilizing hardcopy and EMR	CAOT033	Records management and filing	2.0
Introduction to contracts, insurance protocol and billing policies	CAOT126	Introduction to medical/coding/billing	3.0
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

6. Include any other information you would like to share