

# Career Plan of Study

**Medical Insurance Coder – 1050 hours**

*Business Information  
Management*

Student Name \_\_\_\_\_  
 Student Signature \_\_\_\_\_  
 Parent/Guardian Signature (if required) \_\_\_\_\_

Date \_\_\_\_\_  
 Advisor Signature \_\_\_\_\_  
 Student Status Secondary Post-Secondary

*This plan of study should serve as a guide, along with other career planning materials, as you continue your career path*

Program Requirements	MAJOR COURSES	Date Completed	Hours	MAJOR COURSES	Date Completed	Hours
	<b>BT00182 – Fundamentals of Technology (1 OK Promise credit)</b>		136	<b>BT00078 – Patient Billing</b>		230
	BMAC 101 - Computer Fundamentals I			BMAF 100 – Business Math Part 1 BMAF 200 - Fundamental Accounting I**		
	BMAC 201 - Computer Fundamentals II			BMAM 102 – Medical Billing Part 1		
	<b>BT00014 - Fund of Admin Tech (1 OK Promise credit)</b>		204	BMAM 202- Medical Billing Part 2		
	BMAC 001 - Telephone Etiquette			<b>BT00029 – ICD-CPT Coding</b>		180
	BMAC 102 - MS Word**			BMAM 205 – ICD-CPT Coding Part 1		
	BMAC 104 - MS Excel**			BMAM 206 – ICD-CPT Coding Part 2		
	BMAC 103 - Office Procedures			BMAM 305 – ICD-CPT Coding Part 3		
	<b>BT00009 - Foundations of Medical Office/Medical Terminology</b>		180	<b>BT00110 – Admin &amp; Info Support – Medical Insurance Coder Capstone</b>		120
BMAM 100 - Medical Terminology**			BMAM 400 – Med Insurance Coder Capstone I			
BMAM 101 - Medical Office Procedures Part 1			BMAM 401 – Medical Insurance Coder Capstone II			
BMAM 201 - Medical Office Procedures Part 2						
<b>** or Brainbench certification score &gt;2.75</b>						

NOTE: HS students who begin in Aug will complete the following courses their 1<sup>st</sup> year: Bus & Comp Tech, Fund of Admin Tech & Foundations of Medical Office/Medical Terminology

Career Enhancement	Work-based Learning Options		Certifications						
			BrainBench (R) = Required; (E) = Elective						
	Activity	Date	Test	Date	Test	Date	Test	Test	Date
	Job-Shadowing		Computer Fundamentals (R)		Med Terminology (R)		Customer Assistance (E)		
	Internship/Mentorship		Telephone Etiquette (R)		Med Office Skills (R)		Data Entry/10-Key (E)		
	OJT		Office Procedures (R)		Medical Billing (R)		Accounts Receivable (E)		
			MS Word (R)		HIPAA (R)				
			MS Excel (R)		Health Ins (R)				