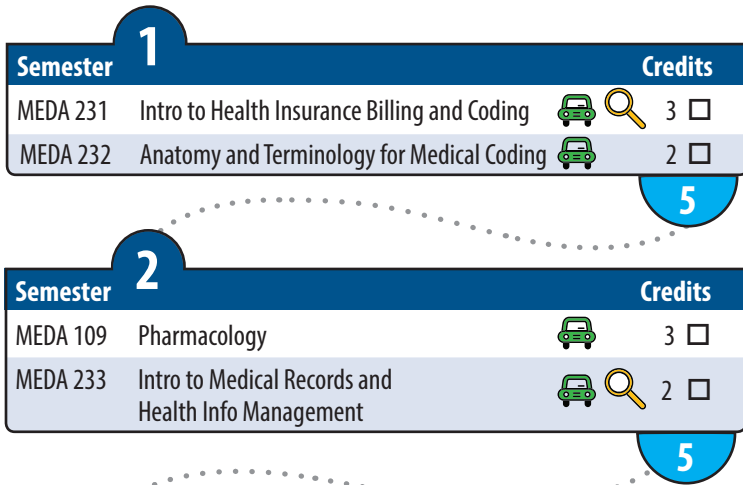


Insurance Billing Specialist

College-approved Certificate

This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.



CONGRATULATIONS
You've Arrived!

About Developmental Courses

Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses:

ENGL 091	Preparing for College Reading I	ENGL 092	Preparing for College Reading II
ENGL 095	Reading and Writing Seminar	ENGL 099	Introductory Writing
MATH 001-003	Prep College Math I-III	MATH 010	Fundamentals of Mathematics
MATH 060	Math Literacy	MATH 011	Introductory Algebra
MATH 012	Intermediate Algebra		

Route to Success

Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

Ready to Go

Courses have no prerequisites or developmental courses.



Semester-specific Course Offerings

Courses are not offered all semesters.

Minimum Grade Requirement

Students must earn a minimum grade to remain in the program.



Electives

For details on eligible electives, please see reverse.



Taking **15 credits/semester** or **30 credits/year** will help you stay on track to finish your degree in two years.

Program Notes

The Insurance Billing Specialist program will prepare students for medical billing practices: paper and electronic; basic anatomy and medical terminology, and diagnostic and procedural codes which are important in the billing process. The program covers the basics of pharmacology and human diseases and will walk the student through the world of Medical Records/Health Information management.

Basic computer knowledge is required for the program and in professional settings that offer career opportunities to the Insurance Billing specialist: hospitals, physician's offices, insurance companies, outpatient clinics, skilled nursing facilities, medical laboratories, home health care agencies, and independent billing agencies.

Insurance Billing Specialists prepare, submit and process insurance claims with their extensive new found language of medicine and so much more. This certificate will open doors to varied positions such as Billing Specialist, Billing Coordinator, Reimbursement Specialist, Patient Account Representative, Electronic Claims Processor, Claims Reviewer, Claims Analyst, Medical Collector, Coding Specialist, and Data Quality Analyst.

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 Some courses may have prerequisites, which are courses that **must** be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

A minimum of 10 credits and 4 courses is required for completion. The same course may not be used to satisfy two different course requirements.

After Graduation/Completion

Explore your career and education options with CareerGPS at careergps.mass.edu.

Resources for Academic Success at Massasoit

All College phone numbers are 508-588-9100 + extension.

Registrar's Office

massasoit.edu/registrar
registrar@massasoit.mass.edu

Brockton	A240, Upper Level	x1949
Canton	Enrollment Center	x2677
Middleborough	Main Office	x4002

Testing & Assessment

massasoit.edu/testing
 x1991

Financial Aid

massasoit.edu/finaid
fao@massasoit.mass.edu

Brockton	A131A, Lower Level	x1479
Canton	Enrollment Center	x2008

Advisement & Counseling Center

massasoit.edu/advisement-counseling
advisementcounseling@massasoit.edu

Brockton	Student Center, Lower Level	x1461
Canton	First Floor, C120	x2677
Middleborough	Main Office	x4002

Academic Resource Center

massasoit.edu/arc

Brockton	Student Center, Lower Level	x1801
Canton	First Floor, C126	x2516
Middleborough	Main Office	x4002

Division Dean

Susan Clover, MS, RN, ACM
sclover@massasoit.mass.edu
 x1789

Resources for Future Planning

Transfer Services
massasoit.edu/transfer
 x1461

Career Services
massasoit.edu/careerservices
 x1406

BROCKTON
 1 Massasoit Boulevard
 Brockton, MA 02302

CANTON
 900 Randolph Street
 Canton, MA 02021

MIDDLEBOROUGH
 49 Union Street
 Middleborough, MA 02346

508-588-9100
massasoit.edu