

# CERTIFICATE: MEDICAL BILLING & CODING

Division: Business, Behavioral/Social Sciences, Public & Human Services  
CLA-201 (914) 606-6795

22 Credits

## Curriculum Chair

Professor Janet Ranucci

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Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_

Approved By Chairperson/Dean:  
\_\_\_\_\_

Course #	SEMESTER I	Credits	✓
NHSCI 101	Medical Terminology	4	
OFTEC 230C	Medical Office Administration	3	

Course #	SEMESTER II	Credits	✓
OFTEC 119	Medical Coding ICD9	3	
OFTEC 235A	Medical Billing & Information Management	3	
OFTEC *	Elective- _____	3	

Course #	SEMESTER III	Credits	✓
OFTEC 121	Medical Coding CPT4	3	
OFTEC 240	Business Communications**	3	

## NOTES:

Business Communication and OFTEC elective can be taken in any semester. Students with previous college credit in computer/information technology or business communications may be eligible for transfer credit.

\*For the OFTEC elective, choose among the following: OFTEC 110, 120,210,220,230. Confer with Curriculum Chair to choose appropriate course.

\*\* College level writing skills needed to be successful in OFTEC 240. If unsure of skills, consult a counselor or the curriculum chairperson.

The following are evening only courses:

Medical Office Administration

Medical Coding ICD9

Medical Coding CPT4

Medical Billing and Information Management

Medical Terminology is the prerequisite for Medical Coding ICD9

Medical Coding ICD9 is the prerequisite for Medical Coding CPT4

**THIS CERTIFICATE CAN BE COMPLETED IN ONE YEAR ONLY IF IT IS STARTED IN THE SUMMER WITH MEDICAL TERMINOLOGY ONLINE.**