Examples of Possible Careers*

Medical secretaries and administrative assistants
- 9.5% much faster than the average
- 623,400 number of jobs
- $37,350 potential earnings

Contact Information
- Program Coordinator: John Baker | jbaker96@kent.edu | 330-308-7570
- Speak with an Advisor
  - Salem Campus
  - Tuscarawas Campus
  - Online (any campus above)

Fully Offered
- Delivery:
  - Fully online
  - In person
- Location:
  - Salem Campus
  - Tuscarawas Campus

Description
The Medical Billing undergraduate certificate provides a basic understanding of software, medical terminology, coding and procedures used in medical settings such as hospitals, clinics, doctors’ offices and outsourcing facilities involved with providing billing operations.

The certificate prepares students for the Certified Coding Associate exam from the American Health Information Management Association (AHIMA).

Admission Requirements
The university affirmatively strives to provide educational opportunities and access to students with varied backgrounds, those with special talents and adult students who graduated from high school three or more years ago.

Kent State campuses at Ashtabula, East Liverpool, Geauga, Salem, Stark, Trumbull and Tuscarawas, and the Twinsburg Academic Center, have open enrollment admission for students who hold a high school diploma, GED or equivalent.

For more information on admissions, contact the Regional Campuses admissions offices.

Program Requirements
Certificate Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSCI 10001</td>
<td>HUMAN BIOLOGY (KBS)</td>
<td>3</td>
</tr>
<tr>
<td>or BSCI 21010</td>
<td>ANATOMY AND PHYSIOLOGY I (KBS) (KLAB)</td>
<td>3</td>
</tr>
<tr>
<td>HED 14020</td>
<td>MEDICAL TERMINOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>OTEC 16620</td>
<td>WORD PROCESSING I</td>
<td>3</td>
</tr>
<tr>
<td>OTEC 16639</td>
<td>DATABASE APPLICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>OTEC 26650</td>
<td>MEDICAL BILLING PROCEDURES</td>
<td>3</td>
</tr>
<tr>
<td>OTEC 26655</td>
<td>ICD CODING</td>
<td>3</td>
</tr>
<tr>
<td>OTEC 26656</td>
<td>CPT CODING</td>
<td>3</td>
</tr>
</tbody>
</table>

Minimum Total Credit Hours: 21

Graduation Requirements
Minimum Certificate GPA  Minimum Overall GPA
2.000                      2.000

- Students must complete a minimum of 15 credit hours of the certificate curriculum at Kent State University.
- Transfer credits may be used as long as letter grade appear on original transcript.

*Note
Source of occupation titles and labor data is from the U.S. Bureau of Labor Statistics’ Occupational Outlook Handbook. Data comprises projected percent change in employment over the next 10 years; nation-wide employment numbers; and the yearly median wage at which half of the workers in the occupation earned more than that amount and half earned less.