

# MEDICAL BILLING - UNDERGRADUATE CERTIFICATE

College of Applied and Technical Studies  
www.kent.edu/cats

## 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)
- Chat with an Admissions Counselor

## Fully Offered

- Online
- Salem Campus
- Tuscarawas Campus

**\*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.

## 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

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