



**Northwest Technical College**  
BEMIDJI, MN

# Health Care Support



Prepare for a career as a medical coder, insurance processor, medical administrative specialist or transcriptionist.

## Programs

**Medical Coding** provides comprehensive training using nationally recognized coding systems to classify procedures and diagnoses related to medical treatment. The coding system is needed in patient account management, medical billing and insurance claims processing.

**Health Care Administrative Specialist** concentrates on administrative skills such as patient scheduling, medical record maintenance, patient billing and medical office management.

**Medical Transcription** is a certificate program that provides the skills needed to prepare a variety of medical reports and documents for patient medical records. Coursework will concentrate on medical terminology, computer use and written communications skills.

## Career opportunities

Health Care Support studies prepare students for a wide range of employment opportunities in health care settings such as hospitals, clinics, insurance companies, government agencies, public health, home health agencies, long-term care facilities and dental offices. The job outlook in rural and urban areas remains strong for professional medical coders and administrative specialists.

## The NTC Advantage

**Medical Coding and Health Care Administrative Specialist** courses are offered online, with some courses also available on campus. Students have access to daytime technical support and online tutorials and training.

**Certificate and diploma programs** provide opportunities to gain specialized skills and explore career interests, with the option to apply credits to an AAS degree.

## Transfers

**Up to 60 credits** in each of the AAS programs are transferable to the Bachelor of Applied Science (BAS) in Business Administration online at Mayville University, N.D.



# Health Care Support

## Medical Insurance, certificate, 20 credits

Course #	Course name	Credit
ADMM 1140	Medical Billing/Insurance	3
ADMM 2200	Medical Language Applications	3
*ADMM 2245	Inpatient Billing	3
**ADMM 2252	ICD-9-CM/ICD-10-CM	3
BIOL 1004	Intro to Anatomy & Physiology	3
*HLTH 1106	Medical Terminology	2
CPTR 1105	Intro to Computers – Medical Applications	3

\*Not required for the diploma or AAS.

\*\*Required for the AAS, but not the diploma.

## Required courses

Certificate credits can be applied to the AAS degree within each program.

College readiness courses may be required in reading, writing and math based on performance on the Accuplacer assessment. Contact the Office of Admissions to schedule an assessment.

### Medical Coding, certificate, 26 credits

Course #	Course name	Credit
ADMM 1120	Medical Office Procedures	3
ADMM 1145	CPT & HCPCS	3
ADMM 2200	Medical Language Applications	3
*ADMM 2245	Inpatient Billing	3
ADMM 2252	ICD-9-CM/ICD-10-CM	3
CPTR 1105	Intro to Computers – Medical Applications	3
**BIOL 1004	Intro to Anatomy & Physiology	3
HLTH 1106	Medical Terminology	2
HLTH 2208	Pathophysiology	3

\*Required for the diploma but not the AAS.

\*\*Not required for a diploma or AAS.

### Medical Coding, diploma, 42 credits

Requires all the courses needed to complete the certificate and an additional 19 credits.

Course #	Course name	Credit
BIOL 2252	Anatomy & Physiology I	3
HLTH 2002	Pharmacology	2
ADMM 1125	US Health Care Systems	3
ADMM 1140	Medical Billing/Insurance	3
ADMM 2005	Advanced CPT & HCPCS	3
ADMM 2265	Advanced ICD-9-CM/ICD-10	3
ADMM 2285	Internship	2

### Medical Coding, AAS, 60 credits

Requires all the courses needed to complete the diploma and an additional 21 credits.

Course #	Course name	Credit
BIOL 2254	Anatomy & Physiology II	3
ENGL 1111	College Writing I	3
PHIL 2210	Bioethical Issues in Contemporary Society	3
PSYC 1105	General Psychology	3
SPCH 1110	Intro to Public Speaking	3
ADMS 1116	Business Communications	3
MKTG 1108	Customer Relations Management	3

## Health Care Administrative Support, diploma, 36 credits

Requires all the courses needed to complete the Medical Insurance certificate and an additional 24 credits.

Course #	Course name	Credit
ADMM 1120	Medical Office Procedures	3
ADMM 1125	US Health Care Systems	3
ADMM 1145	CPT & HCPCS	3
*ADMS 1100	Keyboarding I	3
*ADMS 1102	Keyboarding II	3
*ADMS 1116	Business Communications	3
MKTG 1108	Customer Relations Management	3
SUPL 1108	Lead & Facilitate Teams	3

\*Not required for the AAS.

## Health Care Administrative Specialist, AAS degree, 60 credits

Requires all the courses needed to complete the diploma and an additional 33 credits.

Course #	Course name	Credit
ENGL 1111	College Writing I	3
PHIL 1201	Ethics	3
PHIL 2210	Bioethical Issues in Contemporary Society	3
SPCH 1110	Intro to Public Speaking	3
*ADMM 2252	ICD-9-CM/ICD-10-CM	3
ADMM 2285	Internship	2
HPER 2200	CPR Health Care Provider	1
MKTG 2220	Human Resources Management	3
SUPL 1104	Intro to Business	3
SUPL 1110	Budget & Financial Management	3
SUPL 1120	Supervisory Leadership	3
	General education electives	3

\*Not required if the student completed the certificate.

## Medical Transcription, certificate, 29 credits

Some credits can be applied to the AAS and diploma programs.

Course #	Course name	Credit
ADMM 1170	Medical Transcription	3
ADMM 2200	Medical Language Applications	3
ADMM 2228	Advanced Medical Transcription	3
ADMS 1100	Keyboarding I	3
ADMS 1102	Keyboarding II	3
ADMS 1116	Business Communications	3
MKTG 1108	Customer Relations Management	3
CPTR 1105	Intro to Computers – Medical Applications	3
BIOL 1004	Intro to Anatomy & Physiology	3
HLTH 1106	Medical Terminology	2

## More information

### Office of Admissions

(218) 333-6600 or (800) 942-8324

TTY: (218) 333-6691 or (800) 627-3529

admissions@ntcmn.edu



**Northwest Technical College**  
Right Career. Right Now.

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