

Learning Outcomes: Medical Information Coder/Biller Administration

❖ **Medical Information Coder/Biller Administration, Degree**

- Students will be able to support management in medical office administration.
- Students will be able to prepare business documents.
- Students will be able to manage records.
- Students will be able to demonstrate business communication skills.
- Students will be able to utilize appropriate office technology.
- Students will be able to execute the duties of a medical office administrator.

❖ **Medical Information Coder/Biller, College Credit Certificate**

- Students will be able to support management in medical administration.
- Students will be able to prepare business documents.
- Students will be able to manage records.
- Students will be able to demonstrate business communication skills.
- Students will be able to utilize appropriate office technology.