



**Inter American University of Puerto Rico**  
**Guayama Campus**  
**Department of Administration and Business Development**



**PLAN OF STUDY**

**Certificate in Health Services Invoicing Technician**

**(CMER– Code 045) (1,140 hours/38 credits)**

| <b>CODE AND NUMBER</b> | <b>FIRST TERM</b>               | <b>HOURS</b> | <b>CREDITS</b> |
|------------------------|---------------------------------|--------------|----------------|
| CMER 0110              | Medical Terminology             | 120          | 4              |
| CMED 0110              | Basic Business Spanish          | 60           | 2              |
| CMED 0120              | Basic Business English          | 60           | 2              |
| CMED 0130              | Basic Business Mathematics      | 60           | 2              |
| CMED 0140              | Computer Use and Administration | 90           | 3              |
| <b>Subtotal</b>        |                                 | <b>390</b>   | <b>13</b>      |

| <b>CODE AND NUMBER</b> | <b>Second Term</b>                            | <b>Hours</b> | <b>Credits</b> |
|------------------------|---|--------------|----------------|
| CMER 0210              | Procedures in Health Services Offices         | 90           | 3              |
| CMER 0220              | Administration and Control of Medical Records | 90           | 3              |
| CMER 0230              | Diagnoses and Procedures Codifications        | 120          | 4              |
| CMER 0240              | Medical Invoicing                             | 90           | 3              |
| <b>Subtotal</b>        |   | <b>390</b>   | <b>13</b>      |

| <b>CODE AND NUMBER</b> | <b>Third Term</b>                           | <b>Hours</b> | <b>Credits</b> |
|------------------------|---|--------------|----------------|
| CMER 0310              | Auditing and Legal Aspects                  | 90           | 3              |
| CMER 0320              | Electronic Invoicing                        | 90           | 3              |
| CACC 0110              | Principles of Accounting                    | 90           | 3              |
| CMER 0291              | Internship in Invoicing and Health Services | 90           | 3              |
| <b>Subtotal</b>        |   | <b>360</b>   | <b>12</b>      |
| <b>TOTAL</b>           |   | <b>1,140</b> | <b>38</b>      |