



A HEALTH CAREER PROGRAM AT CAMDEN COUNTY COLLEGE

MEDICAL CODING Certificate Program MDC.CT

Career Description

Medical coders provide an essential part of managing health information that allows hospitals and physician offices to receive payment for services. Each diagnosis or treatment is assigned a code for which payment may be received. Code assignments are based on coding classification guidelines, federal regulations and sometimes state regulations. In the United States healthcare can be complex and has many components including the clinical side, administrative elements, and governmental oversight. Adequately trained personnel are essential for proper reporting of information to ensure correct reimbursement. Area medical facilities currently seek trained staff with the coding skills necessary to efficaciously meet the financial needs of these institutions. Theory and lab experience will provide the learner with job-readiness skills.

According to the Bureau of Labor Statistics, employment of health information professionals is expected to grow 15 percent from 2014 to 2024, much faster than the average for other occupations (Healthcare Occupational Outlook Handbook, 2014).

Program Information

This certificate prepares students for employment in a variety of areas that require coding expertise. This program is approved by the American Health Information Management Association (AHIMA).

- **ICD-10-CM/PCS Coding Preparation has been added to our curriculum.** Our program trains students in ICD-10-CM/PCS in order to prepare them for the latest job opportunities.

Program Goals

- The Medical Coding program will demonstrate responsiveness to the needs of the communities of interest.
- The Medical Coding curriculum will include, at minimum, the required knowledge clusters and experiences needed by students to meet current entry-level competencies.
- Program graduates will demonstrate entry-level competencies needed for medical coders.

Student Objectives

Upon successful completion of all required course work in the Medical Coding Certificate Program, the student will:

- Receive a Certificate in Medical Coding.
- Demonstrate entry-level competency in ICD-10-CM/PCS coding via manual assignment using coding materials and computer referencing.
- Demonstrate entry-level competency in HCPCS coding via manual assignment using coding materials and computer referencing.
- Have one year of preparation toward national certification by the *American Academy of Professional Coders*.

Student Learning Outcomes

At the end of this program the student will be able to:

- Assign, analyze and validate coding and coding data for accuracy and compliance with federal coding guidelines

Contact Person

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Program Admission Requirements

Students seeking admission to the Medical Coding Certificate program (MDC.CT) must comply with the college admission requirements as outlined in the college catalog. The college catalog can be found online at <https://camdencc.edu/academics-1/catalog/?highlight=catalog>. Camden County College is built on the philosophy of an open admission policy with high standards. Students that require additional academic help to meet course requirements can seek assistance from the program director, academic counselor, and/or the tutoring center. Students in the Medical Coding Certificate program are required to take the college placement test before registering for English Composition I. There are exemptions that apply to taking the placement test. This information is found online at <https://camdencc.edu/admissions-financial-aid/testing-center/placement-test/?highlight=placement+test> or by calling the testing office of the college at 856-227-7200 extension 4710. There are no specific admission requirements for the Medical Coding Program for prospective students except they must be able to read and write in cursive. This is defined in the HIT Student Handbook. Students who are interested in this field of study and potential career should investigate by visiting this web site: <http://www.ahima.org/careers>. The American Health Information Management Association (AHIMA) is the professional organization that is at the forefront for coding and health Information Management (HIM) professionals.

Program Delivery Method

This program is offered completely online or online/in the classroom. We use Canvas as our online course management system. The website <https://camdencc.instructure.com/login/canvas> contains a link for guest access and provides success strategies. It is highly recommended that you read this link and follow the guidelines.

Camden County College's online education program also offers valuable information on how to take an online course, the minimum computer system requirements and how to log on to Canvas. Take some time to review this important information at <https://www.camdencc.edu/academics-1/online-education/>

Program Completion Requirements

All graduation candidates must:

1. Earn the minimum number of credits required for the MDC.CT certificate; remedial course work does not count toward curriculum credit requirements.
2. Have a cumulative grade point average of 2.0 or higher and receive a grade of "C" or better in all courses required for this curriculum. Grades from other colleges are not used in this computation.
3. Complete all subjects/courses in the approved MDC.CT curriculum. If students wish to waiver a course in the curriculum, they must seek official permission to do so by applying for a course wavier. The wavier request form is available through the academic dean's office, the Camden City Campus, or at the William G. Rohrer Center. Students can transfer in applicable courses from a college or university by submitted an official transcript to the

registrar's office at the main campus in Blackwood. When transferring credits, a minimum of 50% of the MDC. CT curriculum must be completed at Camden County College.

4. Complete all request(s) for Credit by Assessment, if applicable.
5. Complete a graduation packet before the due date. The due dates are as follows; January Graduates - December 1st, June Graduates - April 1st, and August Graduates - July 1st. This packet includes application for graduation, current college transcript, graduation recommendation form, degree audit, curriculum checklist, and approved waivers as applicable. The graduation packet must be reviewed and signed by the HIT Program Director. Students should ensure that the packet is received in the Program Director's office at least five (5) working days before the specific deadline. Completion of a graduation packet is required for the processing of your certificate and posting of the award of your certificate to your college transcript.

Internship

Medical Coding Certificate students must complete HIT-135 which is the internship course to fulfill program requirements. In order to register for this course, students must receive approval from the Program Director. This is a virtual internship. On rare occasions, the internship can be done at a healthcare facility clinical site typically during normal business hours. Transportation to the internship site is the responsibility of the student. Individual internship sites may have specific requirements; students would receive that information if applicable from the Program Director. Both options result in a letter grade awarded based on internship/course evaluation.

Virtual - Students complete a virtual internship. Students will be offered 90 hours of coding practice using scenarios, case studies and real medical records. The coding requires the use of an encoder such as 3M available through the virtual lab or other encoders. Students will work under the supervision of a coding instructor using Canvas Learning Management System.

Clinical Site - Background checks are required before any student can be placed at a clinical internship site. Students are responsible for completing background check information and paying all processing fees. A credit card is required for students to pay processing fee. Background check is processed online at www.mybackgroundcheck.com. ID and password information can be obtained from program director. Students are responsible to provide a copy of their processed report to the Program Director. Clinical sites have the authority to deny a student's participation in the event of a positive finding on the background check. Individuals who have been convicted of a felony or misdemeanor may be denied certification as a HIM/Coding Professional.

Medical Coding Certificate
College Code: MDC.CT

Code	Course	Credits
BIO-103	Human Biology ¹	3
CIS-105	Computer Literacy	3
ENG-101	English Composition I	3
HIT-101	Introduction to Health Information	3
HIT-120	Medical Terminology	3
		15
HIT-115	Healthcare Reimbursement	3
HIT-130	Introduction to Ambulatory Coding ³	3
HIT-134	Basic Pathophysiology	3
HIT-140	Diagnostic and Procedural Coding I ³	3
		12
HIT-132	Basic Pharmacology	3
HIT-135	Medical Coding Internship ^{2,4}	2
HIT-215	Advanced Ambulatory Coding ⁴	3
HIT-240	Diagnostic and Procedural Coding II ⁴	4
		12
		 39

Total Minimum Credits **39**

¹ If students wish to take the Health Information Technology Degree program (HIT.AAS) they will need to substitute Basic Anatomy & Physiology I & II (BIO 117, BIO 118) for Human Biology (BIO 103).

²Permission of Program Director required prior to registering for this course.

³This course is only offered in the fall.

⁴This course is only offered in the spring.

NOTICE: Clinical placements may be a required part of the curriculum and a requirement for graduation. Clinical placements may require a criminal background check, health clearance and/or drug testing before participation is allowed. Clinical sites may deny a student's participation in the event of a positive finding. Individuals who have been convicted of a felony or misdemeanor may be denied certification or licensure as a health professional. Information regarding eligibility may be obtained from the appropriate credentialing body.

Course Descriptions in Alphabetical Order

Advanced Ambulatory Coding: HIT 215

3 credits

Pre-requisites: Introduction to Ambulatory Coding (HIT 130 and Basic Pathophysiology (HIT 134)

This course is a continuation of Introduction to Ambulatory Coding (HIT 130). Students will learn how to manipulate coding software packages and utilize the CPT and HCPCS manuals to code for physician procedures and services. Advanced application of the CPT system will be discussed with an emphasis on surgical coding.

Basic Pathophysiology: HIT 134

3 credits

Pre-requisites: Human Biology (BIO 103) or Basic Anatomy & Physiology I (BIO 117) and Medical Terminology (HIT 120)

This course is designed to familiarize students with multiple diagnoses for various body systems. Disease process, symptomology, and abbreviations will be discussed in detail. Repetition and visual aids will be utilized in this course. Instruction will cover anatomical review and comprehension of written clinical information.

Basic Pharmacology: HIT 132

3 credits

Pre-requisites: Human Biology (BIO 103) or Basic Anatomy & Physiology I (BIO 117) and Medical Terminology (HIT 120)

This course introduces the student to frequently prescribed medications, their uses, actions, and common side effects. The student will learn about various drug classifications. Drug names will be distinguished from manufacturer names. Routes of administration, side-effects, and contraindications will be discussed for each drug classification.

Computer Literacy: CIS 105

3 credits

Pre-requisites: None

This course is designed to provide the student with the knowledge and skill to use computers efficiently. Students will gain “hands on” experience on a Windows based PC in word processing, spreadsheets, database management software, a web browser, a student information system, and an operating system. Students will also learn that many facets of information technology, the way in which the world is being changed by I, and the associated risks and potential implications of technology in society. Topics will include an introduction to the hardware and software components of a computer system, the Internet, computer systems found in business, computer ethics, computer security and the application of information technology to research information. Topics flow from the concrete to the abstract, from the present to the future. Knowledge of the keyboard is recommended for success in this course.

Diagnostic and Procedural Coding I: HIT 140

3 credits

Pre-requisites: Introduction to Health Information (HIT 101), Human Biology (BIO-103) or Basic Anatomy & Physiology II (BIO 118) and Medical Terminology (HIT-120)

This is an introductory course to diagnostic and procedural coding using the International Classification of Diseases (ICD) coding classification system. The student will learn various coding concepts including coding conventions, practices, and guidelines. This foundation will be expanded upon in the second course that will focus on the International Classification of Diseases classification system, Diagnostic and Procedural Coding II.

Diagnostic and Procedural Coding II: HIT 240

4 credits

Pre-requisites: Basic Pathophysiology (HIT 134) and Diagnostic and Procedural Coding I (HIT 140)

This course focuses on disease and procedural coding with emphasis on the advanced application of coding. It includes practical application of coding in-patient and out-patient records. Coding standards, coding guidelines, regulatory requirements, and regulatory agencies will also be discussed in detail. The link between medical record documentation, pathophysiology, and reimbursement will be explored through lecture presentations and the usage of actual medical records. Students will be introduced to the 3M coding software system and allowed lab time for practice.

English Composition I: ENG 101

3 credits

Pre-requisites: Reading Skills II (ENG 013) and Writing Skills (ENG 023) or placement at a college level for reading and writing on basic skills test

This course acquaints the student with the conventions of expository writing. It offers training in clear, logical communication and encourages the student to read, analyze, discuss, and write. The “substance” of English Composition I is the essay; students study both the content and the rhetoric of selected essays and write essays which thoughtfully develop their own ideas in good rhetorical form

Healthcare Reimbursement: HIT 115**3 credits**

Pre-requisites: Introduction to Health Information (HIT 101), Medical Terminology (HIT 120) and Human Biology (BIO 103) or Basic Anatomy & Physiology I (BIO 117)

This course is designed to enhance the student's communication skills within the medical profession and to familiarize students with medical records and the basics of medical billing and insurance. This course also deals with the importance of accurate coding for reimbursement to the providers of patient health care services. Prospective payment systems used in the U.S. for healthcare reimbursement will be discussed in detail.

Human Biology: BIO 103**3 credits**

Prerequisites: Reading Skills III (ENG 013) and Writing Skills III (ENG-023)

This non-laboratory course is designed as an overview of the human organism. Cells, tissues, and specifically organ systems will be discussed. Emphasis will be placed on anatomical structures and important physiological phenomena. Some aspects of genetics and human disease may be introduced. This course does not satisfy any natural science elective.

Introduction to Ambulatory Coding: HIT 130**3 credits**

Pre-requisites: Introduction to Health Information (HIT 101), Medical Terminology (HIT 120), and Human Biology (BIO 103) or Basic Anatomy & Physiology II (BIO 118)

This is an introductory course to the classification systems used in the ambulatory environment of the US healthcare system. Students will learn how to use coding manuals to locate codes for procedures, physician's services, and medical supplies. Common outpatient-based reimbursement tools and payments systems will also be discussed. Familiarity with governmental agencies and regulatory requirements as they relate to physician and outpatient-based services will be a focus of this course.

Introduction to Health Information: HIT 101**3 credits**

Pre-requisites: Reading Skills III (ENG 103) and Writing Skills III (ENG 023)

This course will examine the aspect of taking health data and presenting it as information. Focus will be on verification of data, data timeliness, data accuracy, and data appropriateness. Various data sets and data sources will be discussed. Governmental requirements for data reporting will be reviewed. Data analysis that results in application of information will be emphasized. The basics of medical records, format, and documentation will also be discussed. Students will be given the opportunity to complete analysis on actual medical charts during in-class time.

Medical Terminology: HIT 120**3 credits**

Pre-requisites: None

This is an introductory course to the language of medical terminology. This course provides word analysis, which will make the understanding of medical words from the simple to the complex easier. Instruction will focus on dividing the word into basic elements: suffixes, prefixes, word root, and combining forms. Further instruction will focus on medical terms as they relate to anatomy, physiology, and disease processes of all of the body systems. In addition, the presentation will emphasize the spelling and pronunciation of medical terms

Medical Coding Internship: HIT 135**2 credit**

Pre-requisites: Healthcare Reimbursement (HIT-115), Introduction to Ambulatory Coding (HIT 130), Basic Pathophysiology (HIT-134), Diagnostic & Procedural Coding I (HIT 140)

Permission of the Program Director required

This is a capstone course for the Medical Coding Certificate Program. This course will integrate coding concepts covered in the classroom and allow the students to apply these concepts to actual health records in a healthcare facility, either ambulatory or acute care. During this course students will be required to use approved coding classification systems.