



Medical Coding Specialist Program

Description of Occupation – Vast amounts of medical information pass through every hospital, medical facility, and medical practice daily. The Medical Coding Specialist is responsible for translating and sequencing this medical documentation into formal standardized, numerical codes for diagnoses and procedures. The Coding Specialist works closely with healthcare providers to ensure the accuracy of the translation. Medical coding is a vital behind-the-scenes activity that supports the billing process and quality patient care.

Medical coding professionals are knowledgeable in anatomy and physiology and have a good understanding of the human body and disease processes in order to code accurately. Coders should have good (and accurate) math, reading and writing skills, must have good near vision with the ability to see details at close range, and have keyboarding skills. Medical Coding Specialists must be detail-oriented and analytical. For more information regarding physical abilities and behavioral characteristics required for a career as a Medical Coding Specialist, please refer to the attached Technical Standards.

This program is designed for healthcare billing professionals who want to become certified coders. This program focuses on advanced coding skills and preparing for certification in this field.

Program Admission Criteria –

- **This program is designed for individuals who already have healthcare billing experience within the past 5 years or for students who have completed the Medical Insurance Billing Technician Certificate.**
- *This is a noncredit course.* A college application, school transcripts and placement testing are not required.
- High school diploma or GED is required. It is likely required for employment after completion of the program.
- State Police Criminal Record Check and drug screening may be required for employment in the healthcare field.
- Payment is due at the time of registration. Each course is an individual charge. Registration can be done by fax, phone, mail or online.
- Textbooks, which may be required for specific classes, are a separate cost and must be purchased prior to the start of class at the bookstore or online. Details for purchasing books will be mailed with your confirmation of enrollment letter.
- Student loans may be available through private lenders.
- Refund policy states that student must withdraw enrollment prior to the start of class for a refund. No refunds are given after the start of class.
- Typing or keyboarding skills are helpful but not required for entry.
- Transcripts from HACC or other similarly accredited schools can be reviewed upon request for possible transferable classes.
- Students requesting a waiver of Medical Terminology and/or Introduction to Anatomy & Physiology courses from previous experience must pass a comprehensive exam (with a grade 70% or higher) to validate their knowledge of individual course content. Tests will be administered once the request has been submitted along with a \$75 fee for each test. Any waiver or arrangement for validation exams must be arranged through the Director or Coordinator of NonCredit HealthCare Education.
- Current course offerings and course costs for this program are listed in the Noncredit Healthcare Training Calendar. Please request a copy or download from our website. Go to www.hacc.edu and click on Health Careers. To register for classes, call (717) 780-2414. For more information, call (717) 221-1352.

Length of Program and Degree Conferred –

- *This is a noncredit course.* The program is individualized and based on rotation of course offerings and student history.
- The program is offered evenings (a few courses are offered via internet) and is designed to be completed in approximately 1-2 years.
- It is offered completely in Harrisburg. Many classes are available in Gettysburg, Lancaster, York and Lebanon as well. Some classes are available online as well.
- Class attendance is considered mandatory for all courses within this certificate program – 80% attendance is required for each course.
- A final letter grade will be issued after the completion of each course. A letter grade of “C” (70% or higher) must be earned to pass each course. College records will indicate a “Pass” or “Fail” on your official transcript.
- Quizzes and exams are given in each class. Timing and materials covered in tests and quizzes are at the discretion of the instructor for each class.
- A Certificate of Completion will be awarded after successfully completing this program.
- Medical Coding is a field that requires ongoing education in order to remain competent.
- Students who complete this program may work toward coding certification or a degree in health information technology.

Places of Employment and Outlook - Outlook is excellent for entry-level positions. According to the United States Bureau of Labor, employment is expected to grow much faster than the average field. Medical Coding Specialists can work in a multitude of settings and practices ranging from medical practices, hospitals, coding and billing services, insurance companies, and governmental agencies to consulting firms.

HACC does not offer assistance in job placement for this program at this time.

Salary Ranges for Geographical Area – In December 2009, the median annual salary in Harrisburg (17110) was \$41,146 for Medical Records Coding Technician. (salary.com)

Related Websites

[Career InfoNet](http://www.careerinfonet.org) www.careerinfonet.org
[American Medical Billing Association](http://www.ambanet.net/cmrs.htm) www.ambanet.net/cmrs.htm
[American College of Medical Coding Specialists](http://www.acmcs.org) www.acmcs.org
[American Academy of Professional Coders](http://www.aapc.com) www.aapc.com
[American Health Information Management Association](http://www.ahima.org) www.ahima.org

Required Courses – 207 Hours/\$1983 Total Cost of Tuition (Does not include cost of textbooks)

Medical Terminology - \$265

The course begins with frequently used prefixes and suffixes and progresses to include commonly used terms from each of the major body systems. Medical abbreviations will also be included. **30 hours**

Accepted credit transfer: BIOL 105 (grade C or higher)

Intro to Anatomy & Physiology - \$397

This course serves as introduction for any career in the healthcare field. A basic review of anatomy and physiology is the cornerstone of the program. Basic body organization and review of all body systems are included within this course. There is no lab required. **45 hours**

Accepted credit transfers: BIOL 111 or BIOL 121 & 122 (grade C or higher)

ICD-9 Coding - \$305

This is the second coding class in this program. In the healthcare arena, specific codes describe diseases, injuries, and procedures. This course details the required thought process, and knowledge of medical terminology, anatomy, and physiology to assign the specific and correct diagnosis or ICD-9 code. Classes will include instruction and exercises to assist learning these skills. *This course will be offered each spring.* **33 hours Prerequisites: Medical Terminology and Intro to Anatomy & Physiology**

Introduction to CPT Coding - \$305

This is the first of 4 coding courses in this program. It will provide a basic understanding of CPT Coding, which is a system developed by the AMA for standardizing the terminology and coding used to describe medical services and procedures. These codes allow for comparability in pricing, billing and utilization review. The course combines lecture and hands-on applications. *This course will be offered each spring.* **33 hours Prerequisites: Medical Terminology, Intro to Anatomy & Physiology, and ICD-9 Coding**

Advanced Coding I - \$305

This course continues with in-depth coding training and focuses on Category II and III codes, PQRI, HCPCS Level II, ICD-10 and case studies in CPT, ICD-9 CM and HCPCS Level II. *This course will be offered each fall.* **30 hours Prerequisites: Intro to CPT Coding and ICD-9 Coding**

Advanced Coding II - \$305

This course continues with in-depth coding training and concentrates on chart auditing, Fee for Service Payments, CMS (HCFA) Reviews and Appeals, A/R management and collection procedures, NCCI and compliance. *This course will be offered each fall.* **30 hours Prerequisites: Intro to CPT Coding, ICD-9 Coding and Advanced Coding I**

Certification Preparation Class - \$101

Students will be given the necessary information to prepare and apply for coding certification, explore exam-taking skills, and review case studies. **6 hours Prerequisites: Intro to CPT Coding and ICD-9 Coding**

*If you are interested in this program or have questions,
Contact Noncredit Healthcare Education at 717-221-1352 or email mcs@hacc.edu.*

Visit our web site at <http://www.hacc.edu> for our current schedule of classes.

HACC, Central Pennsylvania's Community College does not discriminate in admission or employment on the basis of race, color, religion, political affiliation or belief, age, sex, national origin, ancestry, non-job-related disability, place of birth, General Education Development Certificate (GED), marital status, sexual orientation, or veteran status. Inquiries concerning affirmative action should be directed to the office of Human Resources, Whitaker Hall 126, HACC, One HACC Drive, Harrisburg, PA 17110, telephone (717) 780-2367. For information regarding services, activities, and facilities that are accessible to and usable by persons with disabilities contact the Director of Disability Services, telephone (717)780-2614.

About HACC

In partnership with students, educators, businesses and our diverse communities, Harrisburg Area Community college fosters excellence in the educational, cultural, workforce development, and economic growth of the College's service areas.

Harrisburg Area Community College is an accessible, affordable, high-quality, comprehensive community college. The multi-campus college serves as a premier educational and workforce development institution. The presence of quality instruction and cutting edge technology, business and industry collaboration, and a learner-centered environment provides students the necessary knowledge, skills, and values to compete and excel in a global community.

Pennsylvania's first community college, Harrisburg Area Community College offers more than 120 associate degree, certificate, and diploma programs for students pursuing a bachelor's degree, seeking to upgrade their job skills, or planning a career change. The College also works in partnership with hundreds of businesses to design customized employee training programs.

HACC offers courses and programs at campuses in Gettysburg, Harrisburg, Lancaster, and Lebanon.

Harrisburg Area Community College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools.

4/2011

Medical Coding Specialist Technical Standards

The following information contains essential technical standards outlining the physical abilities and behavioral characteristics necessary for the student to successfully complete the Medical Coding Specialist Program. Technical standards are non-academic requirements of the program that a student must be able to master to participate successfully in the program. These standards reflect the performance abilities and characteristics necessary to successfully complete requirements for the Medical Coding Specialist Program.

The applicant should carefully review the technical standards for the program and ask questions if not familiar with the activities or functions listed. The applicant must decide if he or she has any limitations that may restrict or interfere with satisfactory performance of any of the requirements. It is ultimately the applicant's responsibility to meet these technical standards.

The applicant should consult with the program director to discuss any individual situation if he or she may not be able to meet these essential performance requirements. The applicant may also contact Disability Services for more information on reasonable accommodations.

Interpersonal Communication:

- Requires the ability to communicate and interact with people to convey and/or exchange information
- Requires the ability to follow written and verbal instructions
- Requires telephone skills and ability to utilize a phone system

Visual Acuity:

- Requires the ability to read patient information, reports, books etc., which may at times be in fine print, a printed format, or less than legible hand writing
- Requires the ability to operate and manipulate equipment as necessary; i.e., computer, telephone, etc.

Reasoning Ability:

- Requires ability to apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions.

Language Ability:

- Requires ability to read and understand complex information from report, technical journals, papers, etc.
- Requires the ability to communicate the same types of complex information and data through speech and in writing using proper format, punctuation, spelling, grammar and using all parts of speech.

Numerical Ability:

- Requires the ability perform basic addition, subtraction, multiplication, and division operations.

Personal Temperament:

- Requires the ability to deal effectively with stress