



# WORKFORCE DEVELOPMENT & CONTINUING EDUCATION DIVISION

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·HEALTHCARE EDUCATION·

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## MEDICAL CODING SPECIALIST PROGRAM

**January to December 2021**

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**\*PLEASE NOTE THAT AS OF JANUARY 2020 THIS PROGRAM WILL  
HAVE A CONCENTRATED FOCUS ON PROFESSIONAL CODING.**

UPDATED 08/28/20



## ***HACC WORKFORCE DEVELOPMENT/NONCREDIT FREQUENTLY ASKED QUESTIONS***

### **How do I register for a Workforce Development/Noncredit class?**

Methods of registration for Workforce Development/Noncredit classes include mail, telephone, in-person, or on-line. Contact the HACC Welcome Center nearest you for details: Gettysburg (717) 337-3855, Harrisburg (717) 780-2414, Lancaster (717) 358-2966, Lebanon (717) 270-6316, York (717) 801-0328.

### **Who can register for Workforce Development/Noncredit classes?**

Advertised Workforce Development/Noncredit classes are open to the general public. Some classes/programs may require prerequisites or a minimum or maximum age to participate. These requirements are included in the class description.

### **When can I register for a Workforce Development/Noncredit class?**

When a Workforce Development/Noncredit class is advertised, registration is open to the public. The deadline for registration is:

- (1) until the class start date, or
- (2) other published registration deadline, or
- (3) until the class reaches maximum capacity, whichever comes first.

It is the individual College department's choice whether to create waiting lists for classes.

It is recommended you register promptly for a Workforce Development/Noncredit class. Many classes fill up early. By waiting too long, you also run the risk of a class being cancelled without your enrollment.

### **Do I have to pay now? By what method can I pay?**

Unless otherwise specifically stated, all Workforce Development/Noncredit tuition and related class fees are due at the time of registration. Payment may be in the form of HACC accepted credit cards, personal check, money order, or cash. Tuition may be billed to third party payers i.e. student employer with a formal written authorization to bill request.

### **Are there any discounts for residency or for senior citizens?**

No discounts are available for residency or for senior citizens.

### **Do I have to complete a HACC admission application to take a Workforce Development/Noncredit class?**

No, you do not need to complete a HACC admissions application for Workforce Development/Noncredit classes. Simply register by one of the above methods.

### **Why do you need my DOB, home address, full name, and phone numbers?**

All Workforce Development/Noncredit class participants are entered in our system as HACC students. Every class you take at HACC will appear on your official transcript. It is very important that we do not duplicate IDs. We need all your personal identification in order to thoroughly search 50+ years of records. Your confirmation letter will include your official HACC ID. This number, which begins with an "H", should be used to register for future HACC classes.

We mail a confirmation letter to every student and may need to contact you regarding a class change or cancellation. For this reason we need current address and phone numbers.

### **Where should I park?**

Workforce Development/Noncredit students may park in any HACC public parking lot. A parking pass is not required. However, please do not park in restricted parking areas (handicapped, etc.) without proper authorization.

### **Do I need an ID card?**

Workforce Development/Noncredit students do not need, nor receive, a HACC ID card.

**Where is my class held?**

Upon registration, you will be given a confirmation letter which lists the class title, dates, times, instructor, and location. Please look over this confirmation letter and contact HACC Workforce Development staff if you need clarification. It is recommended that you check the campus map for your classroom location before you arrive at the campus, especially after hours, since there may be limited staff on hand to assist you. Some classes are held off-campus. In this case, you will be provided with a street address of the location on the confirmation letter. Please note: Your confirmation letter lists ALL Workforce Development/Noncredit classes (past, current, future) you register for during the current fiscal year (July 1-June 30).

**What about books for Workforce Development/Noncredit classes?**

In some cases, books are included in the tuition and provided at the first class. If books are to be purchased separately, the title and ISBN will be indicated on the confirmation letter and they will be available at HACC Bookstores.

**Will I get a refund if the class cancels or if I drop out?**

If HACC cancels a course, training, seminar, conference or trip/tour, all paid participants will receive a 100% refund of all tuition and fees. Any student who wishes to drop a course may do so by visiting or calling any of the campus Welcome Centers. These requests must be made no less than (3) business days prior to the first class meeting date to be eligible for a full refund of tuition and fees, except for any tuition or fees noted as nonrefundable.

Unless otherwise specifically stated or approved, no refund will be issued after a class start date. We do not issue partial refunds in the event a student starts a class late or does not complete the class. Students receiving Title IV Financial Aid will be subject to the federal regulations regarding withdrawal of classes. Financial Aid eligibility will be recalculated based on dates of participation in financial aid eligible programs.

**Why would a class be canceled?**

All classes have a maximum enrollment limit beyond which no additional students may be added and a minimum class size that must be reached before a class will be taught. These limits vary depending upon the nature of the class and the available instructional space. If the minimum class size is not reached, the class may be cancelled. If a class is cancelled, it is typically done so two to three business days before the class start date. It is important that interested parties register before that time.

A class may be cancelled due to a situation with an instructor or class location. Every effort will be made to reschedule the class in this circumstance. Students will be promptly contacted as soon as possible should a problem become apparent.

HACC reserves the right to add or delete a course, change times, location, fees, or instructors at its discretion.

We make every effort to contact a student when a class is cancelled or changed. It is important that you provide us with current phone numbers and/or e-mail addresses. We will leave phone messages if we cannot reach the student.

**Can I use the gym, check out books from the library, or use the computer lab?**

Only Workforce Development/Noncredit students participating in sports/fitness classes may use the gym and only during their scheduled class time. Students must sign in at the gym's front desk before their class.

The computer lab is not open to Workforce Development/Noncredit students.

A Workforce Development/Noncredit student may use the HACC library, but currently cannot check out books.

*The usage fee for these above facilities is included in Credit student tuition; Workforce Development/Noncredit students are not charged this fee.*

**Why are some classes offered at one campus and not another?**

Local interest, qualified instructor availability, and/or appropriate class location availability may all be factors as to why classes are held at particular locations instead of others. We are continually investigating new ideas and locales for classes. We appreciate any feedback or ideas you may have. You can e-mail such ideas to: [wedinfo@hacc.edu](mailto:wedinfo@hacc.edu).

**Medical Coding Specialist  
Program Schedule  
January 2021 – December 2021  
Total Program Cost: \$2,918  
250 Total Program Hours**

**\*Please note that this program will be replaced in January 2020 with the Medical Coding Specialist program with a focus on professional coding. All students beginning this program in July 2019 will be required to take a Compliance course prior to the start of the professional coding concentration.**

Program Coordinator, Jackie Foster [jafoster@hacc.edu](mailto:jafoster@hacc.edu)  
Contact [nchealth@hacc.edu](mailto:nchealth@hacc.edu) for the latest and most up-to-date information.

Medical Coding Specialists are responsible for translating and sequencing medical documentation into formal standardized, numerical codes for diagnoses and procedures.

*Career Opportunities*

This program prepares individuals for employment in the healthcare community that involve medical billing, coding, and claims processing. Various organizations in the community offer opportunities for employment including medical practices, hospitals, nursing/rehab facilities, billing services, insurance companies, government agencies, and consulting firms.

**Please Note:** The student may be required to submit Act 33 Child Abuse and/or Act 34 Pennsylvania State Police Criminal background checks prior to obtaining employment. The student should consider these factors before enrolling in this or any healthcare program.

This curriculum is designed to prepare students to:

- Code professional medical services and diagnoses
- Properly use coding manuals
- Create reports as management tools
- Research and review insurance claims
- Maintain patients financial and accounting records
- Analyze health records and assign codes for diseases and procedures
- Abstract key information from health records for reimbursement, statistics, and research purposes
- Research and review health records for auditing purposes
- Monitor compliance with policies and procedures relevant to clinical data management and making suggestions for improvements
- Take the national certification examination administered by the certifying agencies of the profession

**\*\* COURSE BELOW MUST BE TAKEN IN RECOMMENDED SEQUENCE \*\***

**PROGRAM REQUIREMENTS**

|   |          |                                      |           |
|---|----------|--------------------------------------|-----------|
| 1. Medical Terminology                    | 30 hours | 4. Introduction to Compliance        | 12 hours  |
| 2. Introduction to Anatomy and Physiology | 45 hours | 5. Professional Coding Concentration | 118 hours |
| 3. Human Illness and Disease              | 45 hours |                                      |           |

**Medical Coding Specialist  
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**Medical Terminology                                      30 hours // (10) 3 hour sessions                                      Tuition: \$384**

This course will provide the participant with an overview of medical terminology. Beginning with the frequently used prefixes and suffixes, the course will progress to include commonly used terms from each of the major body systems. Frequently used medical abbreviations will also be included. At the end of this program the student will be able to correctly spell the commonly used medical terms, pronounce the medical terms, define the frequently used medical terms, and utilize medical terms in the work place.

| <i>CRN</i> | <i>Course Name</i>  | <i>Start</i> | <i>End</i> | <i>Days</i> | <i>Times</i> | <i>Location</i> | <i>Instructor</i> |
|------------|---------------------|--------------|------------|-------------|--------------|-----------------|-------------------|
| 60050      | Medical Terminology | 07/07/20     | 08/06/20   | Tues/Thurs  | 6pm-9pm      | Harrisburg      | Hetrick           |
| 60049      | Medical Terminology | 07/06/20     | 08/07/20   | Online      | 6hrs/wk      | Online          | Coryer            |
| 60527      | Medical Terminology | 01/11/21     | 02/12/21   | Online      | 6hrs/wk      | Online          | Coryer            |
| 60524      | Medical Terminology | 01/12/21     | 02/11/21   | Tues/Thurs  | 6pm-9pm      | Harrisburg      | Hetrick           |

**Introduction to Anatomy and Physiology                                      45 hours // (15) 3 hour sessions                                      Tuition: \$559**

This course serves as an introduction for any career in the healthcare field. Basic body organization and review of all body systems are included within this course. There is no lab required.

| <i>CRN</i> | <i>Course Name</i> | <i>Start</i> | <i>End</i> | <i>Days</i> | <i>Times</i> | <i>Location</i> | <i>Instructor</i> |
|------------|--------------------|--------------|------------|-------------|--------------|-----------------|-------------------|
| 60052      | Intro to A & P     | 08/17/20     | 10/09/20   | Online      | 6hrs/wk      | Online          | Coryer            |
| 60054      | Intro to A & P     | 08/18/20     | 10/06/20   | Tues/Thurs  | 6pm-9pm      | Harrisburg      | Hetrick           |
| 60529      | Intro to A & P     | 02/22/21     | 04/16/21   | Online      | 6hrs/wk      | Online          | Coryer            |
| 60525      | Intro to A & P     | 02/23/21     | 04/13/21   | Tues/Thurs  | 6pm-9pm      | Harrisburg      | Hetrick           |

**Human Illness and Disease                                      45 hours // (15) 3 hour sessions                                      Tuition: \$559**

Prerequisites: Medical Terminology and Anatomy and Physiology. This course provides a condensed and simplified overview of the most common clinical disorders found in the health field.

| <i>CRN</i> | <i>Course Name</i>      | <i>Start</i> | <i>End</i> | <i>Days</i> | <i>Times</i> | <i>Location</i> | <i>Instructor</i> |
|------------|-------------------------|--------------|------------|-------------|--------------|-----------------|-------------------|
| 60055      | Human Illness & Disease | 10/19/20     | 12/11/20   | Online      | 6hrs/wk      | Online          | Coryer            |
| 60056      | Human Illness & Disease | 10/20/20     | 12/15/20   | Tues/Thurs  | 6pm-9pm      | Harrisburg      | Hetrick           |
| 60530      | Human Illness & Disease | 04/19/21     | 06/11/21   | Online      | 6hrs/wk      | Online          | Coryer            |
| 60526      | Human Illness & Disease | 04/20/21     | 06/08/21   | Tues/Thurs  | 6pm-9pm      | Harrisburg      | Hetrick           |

**Introduction to Compliance                                      12 hours // (4) 3 hour sessions                                      Tuition: \$180**

Prerequisites: Medical Terminology, Anatomy and Physiology and Human Illness and Disease. This course serves as a brief introduction to compliance issues that will pave the way for other compliance discussions later in the program. It is not intended to be an all-inclusive course.

| <i>CRN</i> | <i>Course Name</i>  | <i>Start</i> | <i>End</i> | <i>Days</i> | <i>Times</i> | <i>Location</i> | <i>Instructor</i> |
|------------|---------------------|--------------|------------|-------------|--------------|-----------------|-------------------|
| 60347      | Intro to Compliance | 01/19/21     | 01/28/21   | Tues/Thurs  | 6pm-9pm      | Lancaster       | Wilke             |
| 60346      | Intro to Compliance | 01/19/21     | 01/28/21   | Tues/Thurs  | 6pm-9pm      | Harrisburg      | Wilke             |
| TBD        | Intro to Compliance | 06/15/21     | 06/24/21   | Tues/Thurs  | 6pm-9pm      | Online          | Wilke             |

**Professional Coding Concentration                                      118 hours // (40) 3 hour sessions                                      Tuition: \$1,236**

The professional coding concentration provides students with the knowledge and skills to take the Certified Professional Coding (CPC) exam through the American Academy of Professional Coders (AAPC). This course will provide instruction for using ICD-10-CM/PCS and ICD-9 CM coding. In the healthcare arena, specific codes describe diseases, injuries, and procedures. To become a proficient coder, it is necessary to have a working knowledge of medical terminology and ICD-9 and ICD-10 characteristics, terminology and conventions. Classes will include instruction and exercises to assist the learner in developing these skills.

| <i>CRN</i> | <i>Course Name</i>  | <i>Start</i> | <i>End</i> | <i>Days</i> | <i>Times</i> | <i>Location</i> | <i>Instructor</i> |
|------------|---------------------|--------------|------------|-------------|--------------|-----------------|-------------------|
| 60349      | Professional Coding | 02/09/21     | 06/24/21   | Tues/Thurs  | 6pm-9pm      | Lancaster       | Ramos             |
| 60348      | Professional Coding | 02/09/21     | 06/24/21   | Tues/Thurs  | 6pm-9pm      | Harrisburg      | Hunter            |
| TBD        | Professional Coding | 07/06/21     | 11/18/21   | Tues/Thurs  | 6pm-9pm      | Lancaster       | Ramos             |
| TBD        | Professional Coding | 07/06/21     | 11/18/21   | Tues/Thurs  | 6pm-9pm      | Harrisburg      | Hunter            |