

## MEDICAL CODING SPECIALIST, Certificate – (Noncredit)

Healthcare Education - Office of Academic Affairs & Workforce Development

CIP Code: 510712

Medical Coding Specialists are responsible for translating and sequencing medical documentation into formal standardized, numerical codes for diagnoses and procedures. Medical coders support the billing process by coding and processing claims. 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 this factor before enrolling in the course. This course can be completed entirely through synchronous remote instruction.

### *Career Opportunities*

This course prepares individuals for employment in the medical 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, coding and billing services, insurance companies, government agencies, and consulting firms.

### *Competency Profile*

This curriculum is designed to prepare students to:

- Code professional medical services and diagnosis
- Carry out collection procedures
- Create reports for management tools
- Research and review insurance claims
- Maintain patients' financial and accounting records
- Perform data entry payment information, adjustments and balances into computer software programs
- 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 American Association of Professional Coders (AAPC) certification exam

## **PROGRAM REQUIREMENTS**

### Prerequisite Courses:

Medical Terminology	30 Lecture hours
Introduction to Anatomy and Physiology	45 Lecture hours
Human Illness and Disease	45 Lecture hours
Coding Compliance	12 Lecture hours

### Core Curriculum:

Medical Coding Professional Track	118 Lecture hours
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## **RECOMMENDED SEQUENCE**

Students can complete the 250-hour course in 11-months by taking courses in the required sequence and attending classes two nights a week. Students must successfully complete the course in its entirety to receive a certificate of completion.