Medical Coding (MCC)

Mrs. Donna Conn, Program Director
256.352.8321
Donna.conn@wallacestate.edu

Medical Coding Certificate (4 semesters)

Program Description

Medical coding specialists perform detailed review of medical records to identify diagnoses and operative procedures. Alphanumeric and/or Numeric classification codes are assigned to each diagnosis and procedure, using automated or manual methods. Principle classification systems used include the International Classification of Diseases (ICD), Current Procedural Terminology (CPT), and the current Procedural Coding Systems (PCS). Coders also operate computerized grouper programs to cluster diagnoses and procedures into payment categories.

This is a comprehensive coding program with a balanced emphasis on coding that is typically done in a physician's office as well as inpatient and outpatient coding that is done in acute care settings. Successful coding program graduates will have in-depth coding skills in ICD, CPT, PCS, and reimbursement schemes with special knowledge of DRGs, APCs, and Charge Master Descriptions.

The American Health Information Management Association has established a national certification program for medical coders. Each new graduate qualifies as a candidate for the AHIMA national examination to become a Certified Coding Associate (CCA). When coupled with extensive, on-the-job experience, the Medical Coding coursework prepares the student to take the AHIMA examination to become a Certified Coding Specialist (CCS) or Certified Coding Specialist-Physician Office (CCS-P) and take American Academy of Professional Coders (AAPC) coding certification exams such as the Certified Professional Coder (CPC) exam.

The medical coding professional practice course includes experience in the Health Information Laboratory on campus and/or online simulations. Students should complete the Coding Certificate Program in four semesters. (Actual program completion time may vary).

All Coding Certificate program classes are offered online, except for the professional practice experience course which must be completed on day shift in the Health Information Laboratory on campus and/or an online simulation provided through the program. Coding students who live within 75 miles of campus must attend on-campus professional practice experience class meetings. Instructors may require online students to take make-up exams on campus. Instructors may also require online course exams to be monitored/proctored electronically or by other methods, according to program policy.

Admission Requirements

1. Unconditional admission to the college – College application must be submitted by the program application deadline.
2. Student must be in good standing with the college.
3. Receipt of complete program applications accepted between March 1 and June 1 for Fall entry. Applications received after the deadline will be considered on a space available basis.
4. The MCC program online application is located on program's webpage at www.wallacestate.edu. Online application instructions are under the *Application to Program* tab. All applicants are required to upload all necessary documentation for consideration.
5. Official transcripts from each college attended must be provided to the Admissions Office and all unofficial transcripts must be uploaded. Students must include transcripts from **ALL** colleges attended.
6. Student must meet the essential functions and technical standards required for the program as documented on the required WSCC physical form at www.wallacestate.edu-see Physical Form Essential Functions.
7. A minimum of 17 ACT composite score (National or Residual) is required for admission consideration. Proof of score must be uploaded.
8. Submit official college transcripts from all colleges attended and official high school transcripts or proof of GED to the Admissions Office. Unofficial transcript must be uploaded. All applicants must possess a minimum 2.5 GPA on a 4.0 scale OR if no previous college work, possess a minimum 2.5 GPA on a 4.0 scale for high school work (GED acceptable in lieu of high school transcript).

NOTE: *Official high school transcripts or proof of GED must be sent to the Admissions Office, not the Medical Coding Certificate department.*

Selection and Notification

1. The Medical Coding Certificate Program admits one class annually in the fall. Students will be admitted to program courses during the fall semester only.
2. Admission to the Medical Coding Certificate program is competitive, and the number of students is limited by the number of faculty and clinical facilities available.

Meeting minimal requirements does not guarantee acceptance.

3. Students that meet all admission requirements by the application deadline are selected on the basis of ACT scores and weighted GPA (GPA x 9).
4. Program applications will be reviewed for completion of program admission requirements. Students accepted into the Medical Coding Certificate program will be notified in writing by the program director. The notification will be mailed to the student at the address on the application. Students who are not accepted will also receive written notification. Program acceptance or rejection will not be given over the phone or via e-mail.
5. Students selected must respond, confirming their intent to enroll within a specified time frame of the postmarked date of the acceptance letter. A student who fails to respond will forfeit his/her place in the class.

Program Expectations

Students admitted into the Medical Coding Certificate program are expected to comply with the Health Science Program Regulations and Expectations as published in the Programs of Study section of the Wallace State College Catalog.

Required Competencies

1. Clinical Classification System Proficiency (Medical Coding and Compliance).
2. Reimbursement Methodology Proficiency (Billing processes and procedures).
3. Healthcare privacy, confidentiality, legal, and ethical issues.
4. Information Technology (EHR, specialized software).
5. Health Records Data Content.

Upon Admission

1. Students selected for acceptance <u>must attend the mandatory orientation session</u> (or view and listen to the online version if residence is greater than 75 miles from campus). All students must score 100 on the post-orientation exam posted in the HIT/Medical Coding Certificate Student Center. Failure to do so before the program established deadline will result in forfeiture of their space in the class, resulting in administrative withdrawal of the student from all Medical Coding Certificate classes.
2. Selected students, at the request of the Professional Practice Course instructor (Clinical Coordinator), must submit the following clinical documentation:
   a. Documentation of recent physical exam on the proper program issued form
   b. Mantoux (2-step) TB skin test results.
   c. Proof of required vaccinations and at least the second of three Hepatitis B vaccinations (Hepatitis B, measles, mumps, rubella, TDap (tetanus, diphtheria, pertussis), Influenza, and varicella (chicken pox).
   d. Valid CPR certification - only CPR courses designed to certify health care providers is accepted
   e. Copy of current health insurance card (Health insurance coverage is required).
   f. Clear background check and drug screen according to college policy.
3. Failure to submit all required clinical documentation before the program established deadline will result in program dismissal.
4. Selected student must carry accident and malpractice insurance, available through the College at the time of registration for program classes. Students are also required to have health insurance coverage.

Progression

In order to progress in the Medical Coding Certificate program:
Students must maintain a grade of "C" (70) or better in all required Medical Coding Certificate program classes. A student will be dismissed from the program if he/she withdraws from, or makes a "D" or "F" in a HIT prefix course. Students must register for and complete, with a grade of at least "C", required program specific courses as advised by HIT program advisors each semester. Failure to enroll in these courses will result in program dismissal.

Students selected for admission to the program must maintain a minimum 2.5 GPA in all required courses. Failure to do so will result in program dismissal. Grade point average is calculated using only required Medical Coding Certificate program courses, including required general education courses. Graduation requirements must be met within two (2) years following entry into the program.

Students are required to pass the Medical Coding program proficiency exam in the required class HIT 283. If a student does not score at least 70% on this proficiency exam, he/she will fail HIT 283 regardless of other HIT 283 course grades. See HIT/Medical Coding Certificate Student handbook and course syllabus for details. Medical Coding Certificate program faculty may require online course exams to be proctored, according to college policy.

Readmission to Program

Students who withdraw or are dismissed from the program and wish to be readmitted must reapply the following year and follow procedures and requirements for admission to the Medical Coding Certificate program published in the current catalog. Readmission into the program will be allowed one time only. After the second dismissal from any healthcare information program, students are not eligible to apply for HIT or MCC program. Students who are accepted for readmission are required to retake lecture courses associated with lab courses that a grade of less than C was earned, even though a passing grade was made in the lecture course. The grade for the second (or last) attempt will be applied towards graduation requirements.

Career Path

The Medical Coding Certificate curriculum prepares students to function as medical coding professionals in a variety of healthcare settings, such as hospitals and physician offices. Graduates from WSCC Medical Coding Certificate program are eligible to apply for admission with advanced standing into the WSCC accredited HIT program.

NOTE: *The Guided Pathways Curricular Maps below contain all the elements required for degree/certificate completion. However, courses may be offered or taken in other semesters so long as prerequisites are met and courses are available. Additional option available. Please see DegreeWorks for allowable substitutions. . General education courses may be available days, nights, hybrid, and online; HIT courses, excluding professional practice experience classes, are completed __online__.* Sample maps for part-time attendance may also be available. Please see an advisor.

CERTIFICATE:
MEDICAL CODING CERTIFICATE – Guided Pathway/Map

1st Semester

ORI 110	Freshman Seminar	1
HIT 115	Pathophysiology & Pharmacology	4
HIT 113	Anatomy, Physiology & Medical Terminology	5
HIT 151	Health Data Content and Structure	3
CIS 146	Microcomputer Applications	3
	Total Semester Credit Hours	16

2nd Semester

HIT 111	Diagnostics and Pharmacology	2
HIT 130	Classification and Reimbursement	3
HIT 131	Classification Skills Lab	1
HIT 158	Intro. to the Clinical Environment	1
HIT 221	HIT Computer Applications	2
HIT 230	Medical Coding Systems I	3
	Total Semester Credit Hours	12

3rd Semester

HIT 231	Medical Coding Systems Lab I	1
HIT 232	Medical Coding Systems II	3
HIT 235	Medical Coding Systems III	2
ENG 101	English Composition I	3
	Total Semester Credit Hours	9

4th Semester

HIT 236	Medical Coding Systems Lab	1
HIT 283	Medical Coding Professional Practi	2
HIT 286	Expanded Medical Coding	2
IDS 102	Ethics	3
MTH or BIO	Math or Biology Elective	3
	Total Semester Credit Hours	11
TOTAL CREDIT HOURS		**48**

NOTE: *All courses with the HIT prefix must be completed at WSCC. For course descriptions see HIT.*