# MEDICAL CODING
## CERTIFICATE PROGRAM

As important members of a medical team, medical coding and billing professionals acquire a diverse set of skills and knowledge of medical terminology and anatomy, as well as proficiency in medical coding and billing software. This is a great career path for those interested in staying connected to the healthcare industry. Medical and billing coding professionals process and code health insurance claims, manage patient bills, and track quality assessments. They work behind-the-scenes to help maintain the accuracy and integrity of the billing functions of healthcare providers.

"I am excited to take the knowledge I have learned in the classroom into a healthcare facility. Being a Medical Coder will provide me with the skills and knowledge to process and code information."

## What Medical Coding graduates do:

- Review patients' records for appropriateness of data, pre-existing conditions, such as diabetes
- Use coding books and software to assign clinical codes for reimbursement and data analysis
- Assign appropriate diagnoses and procedure codes for patient care, population health statistics, and billing purposes
- Work with physicians to ensure that patients' records are complete and that all diagnoses and treatments are documented
- Work as a liaison between the health clinician and billing offices

## Career Opportunities:

- Hospitals
- Physicians' Offices
- Nursing Homes
- Administrative Services
- Professional Services

For further questions about this program, please contact: enrollment@kvcc.me.edu

# MEDICAL CODING

**Medical Coding Certificate**

**First Semester**
BIO213    Anatomy and Physiology I . . . . . . . 4
MAS102    Medical Terminology . . . . . . . . . . 3

**Second Semester**
BIO214    Anatomy and Physiology II . . . . . . . 4
CPT115    Technology for Business . . . . . . . . 3
HIT136    Introduction to Coding & Classification  3

**Third Semester**
BIO216    Pathophysiology . . . . . . . . . . . . 3
HIT201    ICD-10-CM/PCS Coding &
          Classification Systems . . . . . . . . . 4
MAT111    Quantitative Reasoning. . . . . . . . . 3

**Fourth Semester**
COM104    Introduction to Communication  . . . . 3
HIT222    CPT-4 Coding. . . . . . . . . . . . . . 4

**Total Credits                                34**

## Criteria for Graduation

Students must complete 34 credits in the Medical Coding certificate, and achieve a minimum grade of "C" in all courses. Students must attain a final GPA of 2.0 or higher.

**This program is accessible 100% online.**

# MEDICAL CODING
## Certificate

### DESCRIPTION

Medical Coding is a certificate program that prepares students for the rapidly expanding field of medical coding and focuses on developing an understanding of the language of medicine and the ability to apply it to professional coding standards.

ICD-10-CM/PCS and CPT coding concepts and guidelines are taught in this course. Instruction concentrates on the areas of anatomy and physiology, medical terminology, pharmacology, and clinical classification systems. Coders are required to abstract medical documentation from a patient›s chart and correlate the diagnosis and procedures performed into numerical code numbers. This is done in all healthcare facilities. The student gains knowledge and practice in computer software programs such as encoders and electronic medical records systems, which allows students to have real world, hands-on application of medical practice.

### PROGRAM MISSION

The mission of the Health Information Management (HIM) program at KVCC is to provide the necessary educational opportunities to prepare students for certification and practice as Registered Health Information Technicians (RHIT). Health Information Management is an evolving profession in the health care environment. The HIM program takes the responsibility to educate and develop a skilled work force to support the needs of the health care industry. The HIM professional is a specialist in administering information systems, managing medical records, and coding information for reimbursement and research. With the combined efforts of clinical affiliations, the HIM program offers an opportunity for students to develop the necessary skills, knowledge, and attitudes to attain an AAS degree and eligibility for the RHIT credential.

### EDUCATIONAL OUTCOMES

Program Goals and Student Learning Outcomes

Upon successful completion of the Medical Coding Certificate, the graduate is expected to:

1. Demonstrate entry level skills in coding with ICD-10-CM/PCS and CPT.

2. Describe the relationship between coding and reimbursement in healthcare.

3. Demonstrate professional behaviors in the work place including patient confidentiality and professional ethics.

4. Demonstrate clear and effective communication skills, critical thinking, and problem solving within their scope of practice.

5. Participate in activities that foster professional growth and continued competence.

# COLLEGE ADMISSION

General admission guidelines can be found on in the catalog.

# PROGRAM INFORMATION:

## Criminal Background Checks

Applicants to certain programs need to note that a criminal background check will likely be required while enrolled in the program or as a condition of employment in the field. Certain internship and/or practicum sites, such as health care facilities, may limit or deny clinical privileges to those students who have a prior or current criminal record.

Should a clinical facility refuse to permit a student to complete a clinical rotation based upon the student's criminal background check, the student may not be able to complete the program. In the event a student is denied placement at a clinical site, the College will likely be required to enter an academic dismissal from the program.

Additionally, certain licensing boards may refuse to issue a license to practice based upon prior or current criminal offense(s). To learn more about whether the program or profession in which you are interested has such requirements or limitations, contact the appropriate Department Chair.

## Finger Printing

Finger printing may be required by certain clinical or fieldwork placements. Students are responsible for the cost associated with securing finger prints.

## Infectious Diseases

Applicants who consider a career in Nursing or the Allied Health professions should be aware that during the course of their education and subsequent employment, they will be working in situations where exposure to infectious diseases is probable. This is an occupational risk for all health care workers. Persons should not become health care workers unless they recognize and accept this risk. Proper education and strict adherence to well-established infection control guidelines, however, can reduce the risk to a minimum. Thorough education in infection control procedures is an integral part of each health care program.

## Exposure to Latex

Additionally, applicants should be aware that exposure to natural rubber latex (NRL) is likely. Individuals exposed to NRL products may develop allergic reactions such as skin rashes; hives; nasal, eyes, or sinus symptoms; and, rarely, shock.

## Costs

Costs associated with required immunizations, criminal background checks, finger printing (when applicable) and admission testing are the responsibility of the applicant.

## Drug Testing

Drug testing may be a requirement of clinical/fieldwork education sites. Students will be responsible for the cost of such testing if required by the site.