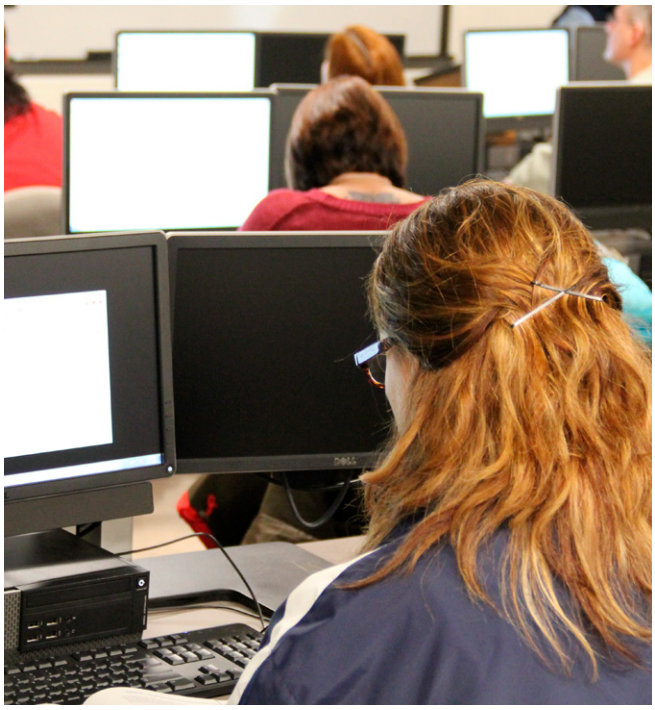
MEDICAL CODING

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."

Pursue a great career in medical coding and billing





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: kvccadmissions@mainecc.edu

MEDICAL CODING

Medical Coding Certificate

First Semester

BIO213	Anatomy and Physiology I	4
MAS102	Medical Terminology	3

Second Semester

HIT132	Legal, Ethical, and Regulatory Issues	3
BIO214	Anatomy and Physiology II	4
HIT136	Introduction to Coding & Classification	3

Third Semester

BIO216	Pathophysiology	3
HIT201	ICD-1 0-CM/PCS Coding & Classification Systems	4
CPT115	Technology for Business	3

Fourth Semester

MAT111	Quantitative Reasoning	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. Graduates are eligible to sit for the Certified Coding Associate (CCA) credentialing examination administered by the American Health Information Management Association (AHIMA).

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 workforce 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

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 page 34 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.

The **Health Information Management** and **Medical Coding** programs technical standards have been developed to inform students of the nonacademic essential functions of the program and profession. Examples are not all inclusive.

Standard	Essential Function	Examples
Communication Oral / Written	• Communicate effectively with instructors, peers, healthcare professionals, and others through oral and written methods.	• Accurately interpret and document patient records. • Ask and respond to questions during class or practicum. • Write clear coding reports.- addressing digital communication skills for email etiquette and emphasizing respectful communication
Mobility / Motor Skills	• Move within a classroom, lab, or office setting to access resources or perform tasks.	• Navigate classrooms, computer labs, or offices safely. • Use computer hardware and office equipment (keyboard, mouse, scanner).
Physical Strength and Stamina	• Maintain physical and mental endurance to meet academic and clinical demands.	• Sit and focus for extended periods during classes or coding assignments. • Attend full-day externship shifts. • Ability to adapt to varying workloads and deadlines in academic and clinical settings.
Sensory **• Sight** **• Sound** **• Taste** **• Touch** **• Smell**	• Use sensory skills to process information accurately.	• Read fine print on patient charts or electronic records. • Hear instructions or discussions in class. • Touch keyboard for extended periods.
Environmental / Occupational Exposure	• Function safely in typical healthcare, office, or educational settings.	• Tolerate exposure to cleaning products, paper dust, or printer toner. • Operate in shared spaces with common environmental stimuli. • Ensure ergonomic work station to avoid/ prevent risks associated with prolong sitting, poor monitor placement, repetitive motion injuries, eye strain, lock or movement, improper chair or desk setup
Field or Industry Professional Standards	• Meet the ethical and professional standards expected in the healthcare industry.	• Maintain patient confidentiality in compliance with HIPAA. • Demonstrate integrity and accuracy in assigning medical codes. • Adhering to HIPAA, CMS guidelines, and AHIMA/AAPC standards.