

Medical Coding Certificate

The Physician Office Medical Coding Specialist program prepares students to demonstrate successful competence in the outcomes established by AHIMA and AAPC for entry level Medical Coding. Students will be prepared to sit for the CPC-A or CCA national examinations.

Upon successful completion of this certificate students should have the skills required to pass the CPC-A or CCA examinations. Students should be able to obtain an entry-level position as a medical billing and coding specialist working under the supervision of an experienced coder. Program graduates will be required to gain a minimum of one year work experience after graduation to be successful on the CCS or CPC advanced coding exams.

PREREQUISITES

Students will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites. Prerequisites can be found on the reverse side (Guide to Completing Program Requirements) or in the college catalog.

PROGRAM STAFF RECOMMENDATION

ENGL 101 English Composition I, CSIS 101 Microcomputer Applications, ALHE 122 Introduction to Pharmacology, ALMT 135 Medical Transcription I, ALHT 110 Introduction to Health Information, ALHT 120 Health Records Applications, ALHT 230 Ambulatory/Emergency Room Coding, ALHT 245 Acute /Long Term/Specialty Coding, or Permission of instructor. Students planning to work as a professional coder should also consider completing the Health Information Technology Associate Degree Program advanced coding courses.

GENERAL EDUCATION (GE) COURSES

Certificate students are not required to take specific elective courses for this program. Students completing this program will earn several credit hours that can be applied to the associate degree, if they choose to pursue that option at a later date. Students should work closely with their advisors to determine the most efficient method of obtaining career goals.

PROGRAM CORE COURSES

ALHE 105 Medical Terminology, ALHT 130 Introduction to Medical Coding, ALMA 110 Medical Assisting I, ALHT 140 Advanced Medical Coding, ALMA 125 Human Body in Health & Disease, ALHT 145 Medical Coding National Exam Review.

COURSE SEQUENCE

This is the suggested sequence of courses for full-time students. Consult your advisor for information specific to your academic situation. If you are a part-time student or have transferred courses from another school, you should generally complete the courses listed under Semester I before moving on to Semester II. Please be sure to consult the course descriptions.

STAFF RECOMMENDED PRE/CO-REQUISITES (NOT REQUIRED)

- | | |
|------------------------------------------------------|---|
| 1) ENGL 101 English Composition I | 3 |
| 2) CSIS 100 Microcomputer Business Applications | 3 |
| 3) ALHE 122 Introduction to Pharmacology or ALHE 104 | 3 |
| 4) ALHT 135 Medical Transcription I | 3 |
| 5) ALHT 110 Introduction to Health Information | 3 |
| 6) ALHT 120 Health Records Application Lab | 3 |
| 7) Or permission of the Instructor | |

MEDICAL CODING SPECIALIST CERTIFICATE RECOMMENDED SEQUENCE OF COURSES

(Fall) Semester I

- | | |
|---------------------------------------------|---|
| ALHE 105 Medical Terminology | 3 |
| ALMA 110 Medical Assisting I (Front Office) | 3 |
| ALHT 130 Introduction to Medical Coding | 3 |

(Spring) Semester II

- | | |
|----------------------------------------------|---|
| ALMA 125 Human Body in Health & Disease | 3 |
| ALHT 140 Advanced Medical Coding | 3 |
| ALHT 145 Medical Coding National Exam Review | 1 |

Total Program Credits **16**

OPTIONAL ADDITIONAL STUDY

Students completing the Medical Coding Certificate are encouraged to consider continuing their education to complete ALHT 230 Ambulatory/Emergency Room Coding, ALHT 245 Acute/Long Term/Specialty Coding, and/or the Associate of Applied Science degree in Health Information Technology.

**FOR MORE INFORMATION CONTACT:
PROGRAM ADVISOR
JEAN ERWIN, (620) 431-2820, EXT. 214
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NEOSHO COUNTY COMMUNITY COLLEGE

Guide to Completing Program Requirements

Directions: As you complete each course, indicate the semester taken (or transferred) and the grade received. The overall GPA must be no less than 2.0 to qualify for certificate. You should complete a certificate graduation application in your last semester of courses.

PROGRAM REQUIREMENTS (16 CR)	Course Prerequisite	Credits Hrs Completed/ Transferred	Semester Completed	Grade Earned
ALHE105 Medical Terminology (3cr)				
ALMA 110 Medical Assistant I (3cr)				
ALHT 130 Introduction to Medical Coding (3cr)	See Recommended Co/Pre-requisite			
ALHT 140 Advanced Medical Coding (3cr)	ALHT 130 Introduction to Medical Coding (3cr)			
ALMA 125 Human Body in Health & Disease (3cr) or BIOL 102 or BIOL 257				
ALHE 145 Medical Coding National Exam Review (1cr)				
<u>Recommended Co/Pre-requisite</u> <u>Or permission of the Instructor (NOT REQUIRED)</u>				
BIOL 102 Introduction to Human Biology (3cr)				
ENGL 101 English Composition I (3cr)				
ALHE 122 Introduction to Pharmacology (3cr) or ALHE 104				
ALMT 135 Medical Transcription I (3cr)				
ALHT 110 Introduction to Health Information (3cr)				
ALHT 120 Health Records Application Lab (3cr)				
CSIS101 Microcomputer Business Applications (3cr)				
Students planning to work as a professional coder should consider completing the Health Information Technology Associate Degree Program and/or advanced coding courses ALHT 230, and ALHT 245.				
DEVELOPMENTAL COURSES (*as needed by test score)				
TOTAL PROGRAM CREDIT HOURS (16 CR MINIMUM)				