

# Medical Coding Specialist Certificate of Proficiency Program

The Medical Coding Specialist Program is designed to prepare students to meet the demand for qualified medical office coders. The increased need for medical coders has been created due to the constantly changing regulations for reimbursement of health care services. The program instructs students in ICD-9-CM and CPT coding systems, and third party reimbursement methods. Upon completion the student is prepared for entry level employment as a medical coder. The program is designed to prepare the student to take the certified coding associate (CCA) examination offered by the American Health Information Management Association.

**A job as a Medical Coding Specialist** includes analysis of patients' records and assigning correct codes for each diagnosis and procedure. The Medical Coding Specialist must have expertise in the ICD-9-CM and CPT coding systems and be very knowledgeable in anatomy and physiology, medical terminology, pathophysiology and pharmacology. The specialist must also have a thorough understanding of the content of patient records, ethical issues and legal aspects affecting health information.

**Opportunities for employment** include all types of health care environments such as hospitals, outpatient facilities, clinics, physician offices, medical billing companies, and insurance companies.

***NOTE: Most credits obtained in the Medical Coding Specialist Program can be applied to an associate of applied science degree in Health Information Technology. This requires the completion of 34 more credit hours, which can be completed in 2 semesters.***  
***For more information contact Kathy Loflin, Program Manager,  
Health Information Management (216)-987-4456***

*A medical coding specialist is a valuable member of the health information team who is responsible for translating diagnostic and procedural information into coded form.*

## **Medical Coding Specialist Program**

The program is designed as a full-time program, although students may proceed at their own pace and enroll in one or more daytime or evening courses per semester. Check the college catalogue or semester schedule for a listing of course prerequisites.

### **Recommended Course Sequence**

<u>First</u>	<u>Credit hrs.</u>
BIO 1100 Introduction to Biological Chemistry	3
BIO 2330 Anatomy and Physiology I	4
MA 1020 Medical Terminology I	3
MATH 1060 Survey of Mathematics	<u>3</u>
	<b>13</b>
<u>Second</u>	<u>Credit hrs.</u>
BIO 2340 Anatomy and Physiology II	4
HIM 2150 Coding with ICD-9-CM	2
HIM 1120 Medical Billing Practices	3
HIM 2130 Coding with CPT (Current Procedural Terminology)	<u>2</u>
	<b>11</b>
<u>Third</u>	<u>Credit hrs.</u>
BIO 2600 Pathophysiology	3
HTEC 1610 Introduction to Pharmacology	2
HIM 2401 Intermediate Coding <u>C</u>	2
HIM 2430 Medical Reimbursement Methodologies	2
ENG 1010 College Composition I	<u>3</u>
	<b>12</b>
<b>PROGRAM TOTAL</b>	<b><u>36</u></b>

**C** = Capstone Course

### **Completion Requirements**

To qualify for the Medical Coding Specialist Certificate of Proficiency, the following criteria must be met:

1. The student must apply for enrollment in the program with the Health Careers Enrollment Center.
2. All of the above courses must be taken in semester sequence order listed above and all courses must be completed or transferred with a minimum of a "C" grade.
3. Students should run a DARS (Degree Audit Report System) report to see which courses still need to be completed. Then contact a Tri-C Academic Counselor or the Health Information Management Program Manager to Petition for the Certificate of Proficiency at the beginning of the second semester.
4. A Certificate of Proficiency certificate will be mailed to you by the Health Information Management Department upon verification of successful completion of all academic coursework.

## Certification Examinations

The American Health Information Management Association (AHIMA) offers three certification examinations for coders:

CCA Certified Coding Associate – intended for entry-level coding candidate with minimal coding experience or graduates of a coding certificate or training programs.

CCS Certified Coding Specialist – intended for coding practitioner who has mastered hospital coding skills. Coders should have at least two full years of hospital inpatient coding experience before attempting this certification exam.

CCS-P Certified Coding Specialist-Physician-Based – intended for coding practitioner with expertise in physician-based settings.

For more information contact AHIMA at [www.ahima.org](http://www.ahima.org).

### Requirements for Admission

If you are new to the college, **it is recommended** that you schedule an appointment with a Tri-C counselor. They can be reached at (216) 987-4600.

**To Enroll in the Medical Coding Specialist Certificate of Proficiency Program, You must** submit an application to the Health Careers Enrollment Center as soon as you meet the program entrance requirements, which are: Eligibility for ENG-1010, MATH-1060 and BIO-1100. The Health Careers application is in addition to the Tri-C general admission application. It will be kept on file until you provide documentation of having successfully completed all the required coursework. An application may be obtained from the **Health Careers Enrollment Center at (216) 987-4247**

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*I would like an application for the Medical Coding Specialist Program:*

**Name** \_\_\_\_\_ **E-mail** \_\_\_\_\_

**Address** \_\_\_\_\_ **Apt.#** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_ **2<sup>nd</sup> Phone** \_\_\_\_\_

**Return to:**  
**Health Careers Enrollment Center**  
**S&T 193 – Metro Campus**  
**Cuyahoga Community College**  
**2900 Community College Ave.**  
**Cleveland, Ohio 44115-3196**  
**(216) 987-4247**