

# Medical Coding Specialist

Holland code family: Organizers

## About the Program

The Medical Coding Specialist three-term certificate program prepares students for work in entry-level coding positions in outpatient healthcare settings. For the rapidly expanding field, students will focus on developing an understanding of the concepts of the billing cycle, the language of medicine, and the ability to apply both to professional coding standards. Instruction concentrates on the areas of anatomy and physiology, medical terminology, pharmacology, laboratory medicine, medical finance, and coding. Coders are required to extract medical documentation from patients' charts and correlate the diagnosis and procedures performed into numerical code numbers. Students completing this program will be prepared to take the Certified Professional Coder (CPC) exam through the AAPC or the Certified Coding Associate (CCA) exam through the American Health Information Management Association (AHIMA), although certification is not an employment requirement at this time.

The U.S. Department of Education requires disclosure of specific information about career and technical certificate programs to prospective students. Data includes Standard Occupational Classification (SOC) codes, graduation rates, tuition and fees, typical costs for books and supplies, job placement rates for students completing the programs, and median loan debt incurred by students completing the programs. For more information visit [www.roguecc.edu/GainfulEmployment](http://www.roguecc.edu/GainfulEmployment).

## Program Learning Outcomes

The curriculum in RCC courses is derived from a set of identified learning outcomes that are relevant to the discipline. Program learning outcomes for the Medical Coding Specialist Certificate program are:

Build a fundamental understanding of the human body and medical terminology as they apply to medical billing and coding.

Assign and understand diagnostic and procedure codes using ICD and HCPCS/CPT coding systems as used in a variety of settings.

Uphold legal and ethical standards and adhere to principles of patient confidentiality within the health care community environment as defined by federal, state, and local guidelines and regulations.

Effectively use specialized computer programs (EMR) and the Microsoft Office Suite.

Recognize and understand common acronyms used within the industry.

Understand and appropriately apply industry-standard payment methodologies.

Effectively apply verbal, nonverbal, and written communication principles and skills in the workplace.

Demonstrate professionalism through acceptable attitude, organization and time management skills, and attire.

## Entry Requirements

Students are required to complete the Placement Process to determine skill level and readiness in math, reading, and writing. As part of their training program, students must begin with the courses within their skill level as determined through the Placement Process. In addition, students may also be required to enroll in classes that would increase their employability and success.

Students must meet certain minimum academic requirements (MTH20, RD90 and WR90 or WR91 or designated placement scores) before starting the program. Please visit [www.roguecc.edu/alliedhealth/mcs](http://www.roguecc.edu/alliedhealth/mcs) for program application details.

## Advanced Standing

Coursework from accredited colleges and universities will be accepted in accordance with college policies and the program coordinator's recommendation. In order to ensure coursework is current, program courses over seven years old must be reviewed and approved by the appropriate program coordinator before being accepted toward core requirements. College Now credit earned in conjunction with local high schools will be accepted in accordance with the current agreement.

## Graduation Requirements

Students must complete all courses on this graduation guide with a grade of "C" or better to continue in and complete the program and receive their certificates. If certain required courses are graded only on a pass/no pass basis, a grade of "P" for these courses indicates a student earned the equivalent of a "C" or better grade.

## Prerequisites

Course No.	Course Title	Credits
MMTH20	Pre-algebra or designated placement test score	0-4
RD90/WR90	College Reading/Fundamentals of Composition or	



WR91 Fundamentals of Academic Literacy (WR91 substitutes for both RD90 and WR90) or designated placement test score

0-8

### Total Prerequisite Credits

0-12

## Required Courses

Course No.	Course Title	Credits
<b>First Term</b>		
AH100	Medical Terminology: Introduction	3
BI100SB	Biology of Human Systems <sup>1</sup>	3
BT113	Business English I or WR115 Introduction to Expository Writing or higher level composition	3-4
CS/CIS	Approved 3-4 credit Computer Science or Computer Information Science class, CS120/CIS120 or above, or documented computer proficiency within the past ten years.	0-4
HCI120	Introduction to the Health Care Industry	3 12-17
<b>Second Term</b>		
AH105	Communication and Professional Behavior	2
AH110	Medical Terminology: Clinical	3
AH130	Concepts in Medical Insurance and Billing	4
HCI210	Legal Aspects of Medical Records	3 12
<b>Third Term</b>		
AH140	Basic CPT Coding	4
AH141	Basic Coding in ICD-10-CM	4
BA109	Ready, Set, Work: Techniques for Landing a Job Approved program elective(s)	2 2-4 12-14
<b>TOTAL PROGRAM CREDITS</b>		<b>36-43</b>
<b>Approved Program Electives <sup>2</sup></b>		
(2-4 credits required)		
AH120	Medical Administrative Assistant I	4
BT111	Conflict Management	2
CG144	Introduction to Assertiveness	1

CG155	Exploring Careers in Health Care	3
CIS125SS	Spreadsheet Applications	4
SOC213	Race and Ethnicity in the U.S.	4
SP100	Basic Communication	3
SPAN101,102,103	First Year Spanish I, II, III	4-4-4
SRV101	Service Learning	1
WR110	Understanding English Grammar	2

<sup>1</sup> Students who have completed either BI121 and BI122 or BI231, BI232, and BI233 (the entire sequence of either series) with an equivalent "C" or better grade do not need to take BI100SB.

<sup>2</sup> Additional prerequisites may apply.

For more information regarding the program and selection process, contact the Allied Health Occupations Department:

Grants Pass or Medford . . . . . 541-245-7841  
Toll free in Oregon . . . . . 800-460-6766, Ext. 7841  
email . . . . . alliedhealth@rogucecc.edu  
Web address . . . . . www.rogucecc.edu/AlliedHealth/mcs  
TTY . . . . . Oregon Telecom Relay Service, 711

This advising guide is for advising purposes only. Please see current college catalog for additional information on specific college policies and graduation requirements.

RCC is an open institution and does not discriminate. For RCC's non-discrimination policy and a full list of regulatory specific contact persons visit the following webpage: [www.rogucecc.edu/nondiscrimination](http://www.rogucecc.edu/nondiscrimination).

