

ABOUT THE PROGRAM

The Medical Coding Specialist program prepares individuals for employment as entry-level coding specialists in health care facilities such as hospitals, clinics, physician practice groups, surgery centers, long-term care facilities, and home healthcare agencies. Coding specialists are also employed in consulting firms, coding and billing services, insurance companies, governmental agencies, and computer software companies. The medical coding specialist reviews medical documentation provided by physicians and other health care providers and translates this into numerical codes. The coding specialist assigns and sequences diagnostic and procedural codes using universally recognized coding systems. Several uses of coded data are for payment of health care claims, statistics, and medical research.

PROGRAM OUTCOMES

- Assign diagnostic and procedure codes using the ICD coding system.
- Assign procedure codes using the HCPCS/CPT coding system.
- Adhere to security/privacy/confidentiality policies.
- Use computers to process information.
- Support data collection and reimbursement system.
- Communicate in a professional manner.
- Model professional behaviors, ethics, and appearance.

APPROXIMATE COSTS

- \$132 per credit (resident)
- \$198 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

ADMISSIONS STEPS

- Work with Admissions Specialist to:
 - Submit Application and \$30 Fee
 - Complete an assessment for placement (Accuplacer or ACT)
 - Submit Official Transcripts (High School and Other Colleges)
- Meet with Program Advisor to Discuss Program Details

APPROXIMATE COSTS

- \$132 per credit (resident)
- \$198 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.) Visit gotoltc.edu/payingforcollege for details.

PLACEMENT SCORES

Accuplacer/ACT scores will be used to develop your educational plan. Contact your program advisor/counselor for details.

CAREER & EDUCATION ADVANCEMENT OPPORTUNITIES

LTC credits transfer to over 30 universities. For more information visit gotoltc.edu/transfer.

CONTACT

Naomi Cerda, Admissions Specialist
 920.693.1851 • naomi.cerda@gotoltc.edu

| Catalog No. | Class Title | Credit(s) |
|---------------|---|-----------|
| Term 1 | | |
| 10501101 | Medical Terminology | 3 |
| 10501102 | Health Insurance and Reimbursement OR 10530185 Health Care Reimbursement (2 cr) | 3 |
| 10530187 | Clinical Information Management OR 10530176 Health Data Management (2 cr) AND 10530181 Introduction to the Health Record (1 cr) | 4 |
| 10501107 | Intro to Healthcare Computing | 2 |
| 10806103 | Body Structure and Function OR 10806177 General Anatomy & Physiology (4 cr) | 3 |
| | | 15 |
| Term 2 | | |
| 10530182 | Human Diseases for Health Professions | 3 |
| 10530184 | CPT Coding | 3 |
| 10530197 | ICD Diagnosis Coding | 3 |
| 10530199 | ICD Procedure Coding | 2 |
| 10530195 | Applied Coding | 2 |
| | | 13 |

TOTAL 28

*Curriculum and Program Acceptance requirements are subject to change.
 Program start dates vary; check with your advisor/counselor for details.*



APPLIED CODING ...prepares students to assign ICD and CPT/HCPCS codes supported by medical documentation with intermediate level of proficiency. Students will prepare appropriate physician queries in accordance with compliance guidelines and will assign codes to optimize compliance with federal regulations and reimbursement. COREQUISITES: 10530197 ICD Diagnosis Coding and 10530199 ICD Procedure Coding and 10530184 CPT Coding and 10501102 Health Insurance and Reimbursement or 10510102 Health Insurance and Reimbursement

CPT CODING ...prepares learners to assign CPT codes, supported by medical documentation, with entry-level proficiency. Learners apply CPT instructional notations, conventions, rules, and official coding guidelines when assigning CPT codes to case studies and actual medical record documentation. COREQUISITE: 10530182 Human Diseases for Hlth Professions or 31509302 Human Body in Hlth & Disease and 10501102 Hlth Ins and Reimbursement or 10510102 Hlth Ins and Reimbursement and CONDITION: 315302 Medical Coding Specialist or 305302 Medical Coding Specialist program requirements met

GENERAL ANATOMY AND PHYSIOLOGY ...examines basic concepts of human anatomy and physiology as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function at the gross and microscopic levels of organization of the entire human body. It is intended to prepare health care professionals who need to apply basic concepts of whole body anatomy and physiology to informed decision-making and professional communication with colleagues and patients. PREREQUISITE: 10806134 General Chemistry or equivalent

HEALTH DATA MANAGEMENT ...introduces the use and structure of health care data elements, data sets, data standards, their relationships to primary and secondary record systems and health information processing. COREQUISITE: 10530181 Into to the Health Record

HEALTHCARE REIMBURSEMENT ...prepares learners to compare and contract health care payers, illustrate the reimbursement cycle, and to comply with regulations related to fraud and abuse. Learners assign Diagnosis Related Groups (DRGs), Ambulatory Payment Classifications (APCs) and Resource Utilization Groups (RUGs) with entry-level proficiency.

HUMAN DISEASE FOR HEALTH PROFESSIONS ...focuses on the common diseases of each body system as encountered in all types of health care settings by health professionals. Emphasis is placed on understanding the etiology (cause), signs and symptoms, diagnostic tests, and treatment (including pharmacologic) or each disease. COREQUISITES: 10501101 Med Term or CONDITION: 101064 Med Trans Spec program requirements met and 10806103 Body Struc & Func or CONDITON: 311067 Medical Transcription program requirements met and 10806103 Body Structure and Function

ICD DIAGNOSIS CODING ...prepares students to assign ICD diagnosis codes supported by medical documentation with entry level proficiency. Students apply instructional notations, conventions, rules, and official coding guidelines when assigning ICD diagnosis codes to case studies and actual medical record documentation. COREQUISITES: 10530182 Human Diseases for the Health Professions and 10501102 Health Insurance and Reimbursement or 10510102 Health Insurance and Reimbursement

ICD PROCEDURE CODING ...prepares students to assign ICD procedure codes supported by medical documentation with entry level proficiency. Students apply instructional notations, conventions, rules, and official coding guidelines when assigning ICD procedure codes to case studies and actual medical record documentation. COREQUISITES: 10530182 Human Diseases for the Health Professions and 10501102 Health Insurance and Reimbursement or 10510102 Health Insurance and Reimbursement

INTRO TO HEALTHCARE COMPUTING ...provides an introduction to basic computer functions and applications utilized in contemporary healthcare settings. Students are introduced to the hardware and software components of modern computer systems and the application of computers in the workplace. Emphasis is placed on the use of common software packages, operating systems, file management, word processing, spreadsheet, database, Internet, and electronic mail.

INTRO TO THE HEALTH RECORD ...prepares learners to illustrate the flow of health information in various health care delivery systems and within the health information department. It prepares learners to retrieve data from health records. Professional ethics, confidentiality, and security of information are emphasized.

MEDICAL TERMINOLOGY ...focuses on the component parts of medical terms, including prefixes, suffixes, and word roots. Spelling, definition, and pronunciation will enhance student learning as students practice formation, analysis, and reconstruction of medical terms. Medical terminology will come "alive" through an introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology. Students will explore the Greek and Latin origins of medical terms and commonly used abbreviations.