

Program Number 31-530-2 Technical Diploma • Two Terms

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.

CAREER AND EDUCATION ADVANCEMENT OPPORTUNITIES

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

PROGRAM ADMISSIONS STEPS

- Work with Career Coach to:
 - Submit application and \$30 fee.
 - Submit official transcripts (high school and other colleges).
 - Complete background check and \$16 processing fee.

ENROLLMENT PROCESS

After you are admitted to your program you will meet with your Advisor to plan your first semester schedule, review your entire plan of study, discuss placement assessment results and complete any additional enrollment requirements. Enrollment requirements for this program's courses include:

- Complete an assessment for placement (Accuplacer or ACT).
- Complete health requirements.
- Complete Functional Abilities Statement of Understanding form.
- Meet with your program's advisor.

APPROXIMATE COSTS

- \$140 per credit (resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health related exams, etc.) Visit gotoltc.edu/financial-aid/tuition-and-fees for details.

FINANCIAL AID

This program is eligible for financial aid. Visit gotoltc.edu/Financial-Aid or talk with your Career Coach about how to apply for aid.

CONTACT

LTC Career Coach
920.693.1162 • CareerCoach@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
10806189	Basic Anatomy OR 10806189OL Basic Anatomy (3 cr) OR 10806103 Body Structure and Function (3 cr) 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
10530196	HIM/Coding Practicum 1	2
		15
		TOTAL 30

Curriculum and Program Acceptance requirements are subject to change. Program start dates vary; check with your advisor 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

BASIC ANATOMY...examines concepts of anatomy and physiology as they relate to health careers. Learners correlate anatomical and physiological terminology to all body systems. **COREQUISITE:** 10838105 Intro Reading and Study Skills or Equivalent or Accuplacer Reading score of 74 or equivalent

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. **COREQ:** 10530182 Human Dis for Hlth Prof or 31509302 Human Body in Hlth & Disease and 10501102 Hlth Ins & Reimb or 10510102 Hlth Ins & Reimb and **CONDITION:** 315302 or 305302 Medical Coding Spec or 105304 Health Information Mgmt program requirements met

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.

HIM/CODING PRACTICUM 1...applies previously acquired skills and knowledge by means of clinical experiences in the technical procedures of health record systems and discussion of clinical situations. **COREQUISITES:** 10530195 Applied Coding, 10530197 ICD Diagnosis Coding, 10530199 ICD Procedure coding, 10530184 CPT Coding, **CONDITION:** 315302 Medical Coding Specialist or 105304 Health Information Management program requirements met

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 pharmacological) of each disease. **COREQUISITES:** 10501101 Med Term or **CONDITION:** 101064 Med Trans Spec program requirements met and 10806103 Body Struc & Func or **CONDITION:** 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, electronic mail, and electronic health records (EHR).

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.