

# Medical Coding Specialist

31-530-2 Technical Diploma (one-year)

Financial Aid Eligible

Campus: Online

## Program Overview

The Medical Coding Specialist reviews medical documentation provided by physicians and other healthcare providers and translates this into numeric 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 healthcare claims, statistics and medical research.



## Special Features

- All courses will be offered online
- The program may be completed in a full-time or part-time format
- Students completing the one-year Medical Coding Specialist program have the option of returning to complete the associate degree Health Information Technology program; see page 144 for information on the Health Information Technology program

## Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Have earned a high school diploma or GED certificate; current high school seniors must provide both a current high school transcript and a final transcript with confer date
- Review and sign Functional Abilities Disclosure
- Review and Sign Gainful Employment Disclosure
- Complete admissions meeting with a WITC counselor (academic admission requirements apply - see page 30 for more information)

## Program-Specific Requirement

- Attend a mandatory program orientation session

## Program Outcomes

Medical Coding Specialist graduates will be able to:

- Collect health data
- Model professional behaviors and ethics
- Use electronic applications to support coding and data collection
- Apply coding and reimbursement systems

## Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

## Career Outlook

Typical positions available after graduation include:

- Medical Coding Specialist
- Clinical Coding Specialist
- Claims Analyst

Graduates are eligible to take the National Clinical Coding Associate (CCA) certification examination through the American Health Information Management Association (AHIMA).

## Curriculum

Number	Course Title	Credits (cr.)
<b>Occupational Specific Courses</b>		
10501107	Digital Literacy for Healthcare	2 cr.
10530162	Foundations of HIM *	3 cr.
10530165	Intermediate Coding *	3 cr.
10530182	Human Disease for the Health Professions *	3 cr.
10530184	CPT Coding *	3 cr.
10530185	Healthcare Reimbursement *	2 cr.
10530197	ICD Diagnosis Coding *	3 cr.
10530199	ICD Procedure Coding *	2 cr.
Occupational Specific Total		21 cr.

## Occupational Supportive/General Studies Courses

10501101	Medical Terminology	3 cr.
10806177	General Anatomy and Physiology #	4 cr.
Occupational Supportive/General Studies Total		7 cr.
<b>TOTAL PROGRAM REQUIREMENTS</b>		<b>28 cr.</b>

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

# See pages 40-42 for course descriptions.

You must earn a grade point of 2.0 or better in all required courses.

Course repeat policies exist that allow for only a certain number of retakes within this program; please refer to the policies for details.

Gainful employment information is available at this link: <https://www.witc.edu/academic-programs/degree-programs-and-certificates/medical-coding-specialist/gainful-employment>. This information is provided as a federal requirement in an effort to help students make informed decisions related to the costs and potential employment in a chosen field.

## Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	18	Number employed	14	% employed in WITC district	57%
Number of responses	17	Percent employed	88%	Range of yearly salary	\$27,558-\$86,293*
Number available for employment	16	Employed in related field	7	Average yearly salary	\$38,771*

\*Range of yearly salary and average yearly salary based on composite from Wisconsin's 16 technical college districts (WTCS) which may or may not include WITC graduates.

2019/2020

*career vision*

# Course Descriptions

(See pages 40-42 for General Studies course descriptions)

## 10501101

### Medical Terminology - Credits: 3

Focuses on the component parts of medical terms: prefixes, suffixes and word roots. Students practice formation, analysis and reconstruction of terms. Emphasis on spelling, definition and pronunciation. Introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology.

## 10501107

### Digital Literacy for Healthcare - Credits: 2

The focus of this course is the use of technology in healthcare. Learners use common business software applications, including word processing, presentation, spreadsheet, and databases. Communication methods using technology are addressed. Learners gain experience with using the electronic health record (EHR). Healthcare EHR security issues, social media use, and digital healthcare resources are examined. Computer skills proficiency developed as a part of this course.

## 10530161

### Health Quality Management - Credits: 3

Explores the programs and processes used to manage and improve healthcare quality. Addresses regulatory requirements as related to performance measurement, assessment, and improvement, required monitoring activities, risk management and patient safety, utilization management, and medical staff credentialing. Emphasizes the use of critical thinking and data analysis skills in the management and reporting of data. PREREQUISITE: 10530163 Healthcare Stats and Analytics.

## 10530162

### Foundations of HIM - Credits: 3

Introduces learners to the healthcare delivery system, and the external forces that influence healthcare delivery. Sets an understanding for the expectations and standards related to professional ethics, confidentiality and security of health information. Differentiates the use and structure of healthcare data elements, data standards, and the relationships between them. Prepares learners to collect and maintain health data to ensure a complete and accurate health record. PREREQUISITE: Admission to plan 105301 Health Information Technology or 315302 Medical Coding Specialist and COREQUISITE: 10501107 Digital Literacy for Healthcare.

## 10530163

### Healthcare Stats and Analytics - Credits: 3

Explores the management of medical data for statistical purposes focusing on descriptive and inferential statistics including definition, collection, calculation and compilation of numerical data. Examines data analytics, retrieval, presentation and research methodologies. PREREQUISITE: 10530162 Foundations of HIM.

## 10530164

### Intro to Healthcare Informatics - Credits: 3

Emphasizes the role of information technology in healthcare through an investigation of the electronic health record (EHR), business, and health information software applications. Learners will develop skills to assist in enterprise information management and database architecture design and implementation. PREREQUISITES: 10530162 Foundations of HIM and 10501107 Digital Literacy for Healthcare.

## 10530165

### Intermediate Coding - Credits: 3

Prepares students to assign ICD and CPT/HCPCS codes supported by medical documentation and official coding guidance to support appropriate reimbursement. Students will participate in CDI activities, including preparation of appropriate physician queries in accordance with compliance guidelines. PREREQUISITES: 10530184 CPT Coding and 10530197 ICD Diagnosis Coding and successful completion of COREQUISITE: 10530199 ICD Procedure Coding is required prior to taking Intermediate Coding.

## 10530166

### HIT Capstone - Credits: 1

Explore technical skills and professional attributes desired for the HIM profession, and conduct activities to assess one's own readiness to enter the health information industry. COREQUISITE: 10530196 Professional Practice.

## 10530167

### Management of HIM Resources - Credits: 3

Examines the principles of management to include planning, organizing, human resource management, directing, and controlling as related to the health information department. PREREQUISITE: 10530162 Foundations of HIM.

## 10530178

### Healthcare Law & Ethics - Credits: 2

Examines regulations for the content, use, confidentiality, disclosure, and retention of health information. An overview of the legal system and ethical issues are addressed. PREREQUISITE: 10530162 Foundations of HIM.

## 10530182

### Human Disease for the Health Professions - Credits: 3

Prepares learners to interpret clinical documentation that they will encounter in a variety of healthcare settings. Emphasis is placed on understanding the common disorders and diseases of each body system to include the etiology (cause), signs and symptoms, diagnostic tests and results, and medical treatments and surgical procedures. PREREQUISITE: Admission to plan 105301 Health Information Technology or 315302 Medical Coding Specialist and COREQUISITES: 10501101 Medical Terminology and 10806177 General Anatomy and Physiology.

## 10530184

### CPT Coding - Credits: 3

Prepares learners to assign CPT/HCPCS codes, supported by medical documentation, with entry level proficiency. Learners apply instructional notations, conventions, rules, and official coding guidelines when assigning codes to case studies and actual medical record documentation. COREQUISITES: 10501101 Medical Terminology, 10530182 Human Disease for the Health Professions and 10806177 General Anatomy and Physiology.

## 10530185

### Healthcare Reimbursement - Credits: 2

Prepares learners to compare and contrast health care payers, illustrate the reimbursement cycle, and to comply with regulations related to fraud and abuse. Learners apply prospective payment systems using computerized encoding and grouping software. COREQUISITES: 10530162 Foundations of HIM, 10530182 Human Disease for the Health Professions, 10530184 CPT Coding, 10530197 ICD Diagnosis Coding, and 10530199 ICD Procedure Coding.

## 10530196

### Professional Practice - Credits: 3

Applies previously acquired skills and knowledge by means of clinical experiences in the technical procedures of health record systems and discussion of clinical situations. Student may participate in a supervised clinical experience in healthcare facilities. PREREQUISITE: 10530165 Intermediate Coding and COREQUISITES: 10530161 Health Quality Management, 10530167 Management of HIM Resources, and 10530166 HIT Capstone.

## 10530197

### ICD Diagnosis Coding - Credits: 3

Prepares students to assign ICD diagnosis codes supported by medical documentation. Students apply instructional notations, conventions, rules, and official coding guidelines when assigning ICD diagnosis codes to case studies and actual medical record documentation. PREREQUISITE: Admission to plan 105301 Health Information Technology or 315302 Medical Coding Specialist and COREQUISITES: 10501101 Medical Terminology, 10530182 Human Disease for the Health Professions and 10806177 General Anatomy and Physiology.

## 10530199

### ICD Procedure Coding - Credits: 2

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. PREREQUISITES: Admission to plan 105301 Health Information Technology or 315302 Medical Coding Specialist 10501101 Medical Terminology, and 10806177 General Anatomy and Physiology and COREQUISITE: 10530182 Human Disease for the Health Professions.