

## **MEDICAL CODING (30 credits)**

The certificate program in Medical Coding serves the information management needs of hospitals and doctors' offices with respect to billing, reimbursement and related recording keeping. Successful completion of the Certificate in Medical Coding will enable recipients to pursue a career in health information management, a profession that is growing both in size and importance to medical and health services.

The curriculum has been designed in accordance with the recommendations of the profession's two principal national certifying agencies, AHIMA (American Health Information Management Association) and AAPC (American Academy of Professional Coders). These two associations provide the official certification that is increasingly required by compliance functionaries, government agencies and other monitoring agencies.

With additional practical experience, the proposed Certificate program will enable graduates to sit for professional certification examinations in CPT-4/HCPCS (Current Procedural Terminology-4/Health Care Finance Administration Common Procedural Coding System) and/or ICD-9-CM (International Classification of Disease, 9<sup>th</sup> Revision, Clinical Modification) provided through AHIMA and/or AAPC.

	Credits
GNST 120 Comprehensive Medical Terminology	4
BIOL 110 Human Anatomy and Physiology I with laboratory	4
BIOL 111 Human Anatomy and Physiology II with laboratory	4
BIOL 402 Human Pathology	3
HCA 320 Medical and Specialty CPT-4 Coding	3
HCA 321 Introduction to ICD-9-CM Coding Principles	3
HCA 420 Procedural and Anesthesia CPT-4 Coding	4
HCA 421 Application of ICD-9-CM Coding Principles	4
HCA 470 Internship(s) in hospital-based and/or physician office-based setting.	1

- Students are required to complete all eight specified courses with a minimum grade of C or higher. Courses earning grades less than C (C-, D+, D, F) must be retaken.
- Twenty-five to twenty-nine (25-29) of the proposed course credits may be transferable to baccalaureate programs in health information management at area colleges.
- To accommodate working adults, courses are offered in the evening on the Thomas Jefferson University.
- The Medical Coding Certificate requires an internship one credit in either a hospital-based or physician-based setting. The credit of internship is equal to 15 hours of work experience under the direct supervision of a CPC (Certified Procedural Coder), ART (Accredited Record Technician), RRA (Registered Record Administrator) or equivalent.
- The one-credit internship comprises three hours of supervised work experience for each of five weeks, although other equivalencies can be arranged. Upon completion of the internship, supervisors are required to submit an evaluation of the student based on specific performance criteria.
- Interns are supervised by accredited coding specialists (CPC, ART, RRA) throughout the Philadelphia region, but primarily by those employed at Thomas Jefferson University Hospital, Jefferson University Physicians and member institutions of the Jefferson Health System and their affiliated physicians' practices. Although the Department of General Studies maintains a list of accredited internship supervisors, students are responsible for security their own placements.
- Challenge examinations are available for six of the eight required courses: General Studies 120: Comprehensive Medical Terminology; Biology 110: Human Anatomy & Physiology I; Biology 111: Human Anatomy & Physiology II; Biology 402: Human Pathology; HCA 320: Medical & Specialty CPT-4 Coding and HCA 321: Introduction to ICD-9 Coding Principles.
- The Department of General Studies currently offers a comprehensive course in medical coding, HCA 302: Healthcare Classification Systems, which represents an overview of CPT-4 and ICD-9-CM. This course, because of its introductory and condensed nature, cannot be used as a substitute for

any of the four coding courses (HCA 320, 321, 420 and 421) required for the Certificate in Medical Coding. Students who have already taken HCA 302, however, may, if they so choose, take the challenge examination for HCA 320: Medical and Specialty CPT-4 Coding and/or HCA 321, Introduction to ICD-9-CM Coding Principles.

- Students may transfer credits from other accredited institutions for the following courses: GNST 120, BIOL 110, BIOL 111, and BIOL 402. A maximum of 12 credits may be transferred into the certificate Program.
- Students follow a set progression through the Medical Coding Certificate program curriculum:
  - Comprehensive Medical Terminology serves as the entry point and is a prerequisite to Anatomy and Physiology I.
  - Human Anatomy and Physiology I is a prerequisite for BIOL 111: Human Anatomy and Physiology II.
  - Human Anatomy and Physiology II is a prerequisite for BIOL 402: Human Pathology, HCA 320: Medical and Specialty CPT-4 Coding, and HCA 321: Introduction to ICD-9-CM Coding Principles.
  - Medical and Specialty CPT-4 Coding and HCA 321: Introduction to ICD-9-CM Coding Principles are prerequisites for HCA 420: Procedural and Anesthesia CPT-4 Coding and HCA 421: Application of ICD-9-CM Coding Principles.
  - Human Pathology may be taken concurrently with HCA 320: Medical and Specialty CPT-4 Coding and HCA 321: Introduction to ICD-9-CM Coding Principles, but must be successfully completed prior to HCA 420: Procedural and Anesthesia CPT-4 Coding and HCA 421: Application of ICD-9-CM Coding Principles.
  - The internship may follow completion of all required courses or be accommodated simultaneously with one or both of the advanced coding courses, HCA 420: Procedural and Anesthesia CPT-4 Coding and HCA 421: Application of ICD-9-CM Coding Principles.

### **Admissions Requirements – Certificate Program in Medical Coding**

- Minimum of high school diploma or General Education Diploma (GED)
- Demonstration of ability to perform college work: successful completion (grade C or higher) of at least six (6) credits of college level work at Thomas Jefferson University or another accredited institution of higher education; or, passing score on the reading and critical thinking portions of the Health Occupations Basic Entrance Test (HOBET)\*
- Demonstration of satisfactory computer skills (competency to introduction college-level computer course). *Note: Students who do not meet minimum computer proficiency will be required to satisfactorily complete CMST 101: Essentials of Computing.*
- Pre-admissions advising session through the Department of General Studies
- Submission of Application for Certificate Candidacy form
- Payment of application fee

*\* The Health Occupations Basic Entrance Test (HOBET) requires approximately 2 ½ hours to complete, measures essential math, reading and test taking skills, and analyzes individual learning styles. It can be taken on-line in the Edison Learning Resources Center (13<sup>th</sup> Floor Edison Building).*

A HOBET practice site is available at by clicking on the following link:  
[http://www.testprepreview.com/hobet\\_practice.htm](http://www.testprepreview.com/hobet_practice.htm)