

# Medical Coding Specialist

Program Number: 31-530-1

## Less-Than-One-Year Technical Diploma & One-Year Advanced Technical Diploma

Health-Related Professions Program Cluster

Center of Health & Safety Education

Program offered at Madison Campuses

For information call: (608) 246-6065, (608) 246-6015 or (800) 322-6282 Ext. 6065 or 6015

## 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 health care agencies. Coding specialists are also employed by consulting firms, coding and billing services, insurance companies, governmental agencies and computer software companies.

The coding specialist reviews medical documentation provided by physicians and other health care 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 health care claims, statistics and medical research.

Aptitudes and interests which may be helpful for success in this program include: 1) ability to be precise, exact and detail-oriented; 2) ability to adhere to standards and guidelines; 3) a passion for learning about the medical field; 4) ability to communicate well with others; 5) ability to accept challenges and problem-solve; and 6) respect for confidential information.

A copy of the essential functions necessary to successfully complete the program of study is available upon request from the program office.

### Program Requirements

#### Admission Requirements

1) High school graduation or G.E.D. or H.S.E.D. with above average grades; 2) personal computer skills with knowledge of Windows; 3) good health as evidenced by a medical examination and proper immunizations; and 4) COMPASS or equivalent assessment test. Students are admitted in the fall and spring semesters. Part-time students are welcome. Online courses are available.

#### Course Prerequisites

A copy of the course prerequisites is available upon request from the division office. Academic advising is available to assist the student in registering for the appropriate courses.

#### Clinical Laboratory Experience

An 18-hour, unpaid clinical laboratory experience is part of the CPT Coding course (10-530-184). This takes place during regular business hours at a regional health care facility, insurance company, consulting firm or governmental agency.

## Curriculum

### Basic Medical Coding Specialist Program (Less-Than-One-Year Technical Diploma)

Courses		Credits	Hrs/week	
			Lec	Lab
10-501-153	Body Structure and Function OR.....	3	.....	3-0
20-806-206	General Anatomy & Physiology**.....	(4)	.....	(3-2)
10-501-101	Medical Terminology.....	3	.....	3-0
10-530-181	Introduction to the Health Record.....	1	.....	1-0
10-530-182	Human Diseases for the Health Professions.....	3	.....	3-0
10-530-183	ICD-9-CM Coding.....	3	.....	2-2
10-530-184	CPT Coding.....	3	.....	2-2
10-530-185	Health Care Reimbursement.....	2	.....	1-2
<b>Total</b>		<b>18</b>		

\*\*General Anatomy and Physiology is recommended for those who plan to pursue an associate degree and/or a bachelor's degree.

#### Course Delivery Format

All courses in the Basic Program are offered each semester. Both the traditional face-to-face and the online delivery formats are used for courses in this program. Please contact the center office (608-246-6065) to find out which format the courses will be offered in for the upcoming semester.

### Advanced Medical Coding Specialist Program (One-Year Advanced Technical Diploma Program)

Completion of the Basic Medical Coding Specialist Program plus:

Courses		Credits	Hrs/week	
			Lec	Lab
10-530-186	Advanced ICD-9-CM Coding.....	3	.....	2-2
10-530-187	Advanced CPT Coding.....	3	.....	2-2
10-530-188	Certification and Professional Development.....	1	.....	1-0
10-530-189	Management of Coding Services.....	1	.....	1-0
<b>Total</b>		<b>8</b>		

#### Course Delivery Format

The courses in the Advanced Program are offered in the online delivery format. Optional on-campus laboratory sessions are scheduled for some courses for those who need face-to-face assistance. All courses are not offered each semester; please contact the center office (608-246-6065) to find out which courses will be offered for the upcoming semester.



## Program Courses

**10-501-101 Medical Terminology 3 credits**

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

**10-501-153 Body Structure 3 credits**

A concise introduction to human body structure and function. Normal and abnormal states of the body and basic disease processes affecting the body are emphasized. Common problems encountered in a variety of health care settings are presented.

**10-530-181 Introduction to the Health Record 1 credit**

Prepares students to illustrate the flow of health information in various health care delivery systems and within the health information department. It prepares students to retrieve data from health records. Professional ethics, confidentiality and security of health information are emphasized.

**10-530-182 Human Diseases for the Health Profession 3 credits**

Focuses on the common diseases of each organ/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, treatment (including pharmacologic) of each disease.

**10-530-183 ICD-9-CM Coding 3 credits**

Prepares students to assign ICD-9-CM codes supported by medical documentation with entry-level proficiency. Students apply ICD-9-CM instructional notations, conventions, rules and official coding guidelines when assigning ICD-9-CM codes to case studies and actual medical record documentation.

**10-530-184 CPT Coding 3 credits**

Prepares students to assign CPT codes, supported by medical documentation with entry-level proficiency. Students apply CPT instructional notations, conventions, rules and official coding guidelines when assigning CPT codes to case studies and actual medical record documentation.

**10-530-185 Health Care Reimbursement 2 credits**

Prepares the students to compare and contrast health care payers, illustrate the reimbursement cycle and to comply with regulations related to fraud and abuse. Students assign Diagnosis Related Groups (DRGs), Ambulatory Payment Classifications (APCs), and Resource Utilization Groups (RUGs) with entry-level proficiency using computer encoding and grouping software.

**10-530-186 Advanced ICD-9-CM Coding 3 credits**

Requires the student to apply and expand the knowledge gained from the basic course, ICD-9-CM Coding, to more difficult cases. The student will develop critical-thinking skills by using current references to research coding questions and issues. Computerized encoding software is utilized.

**10-530-187 Advanced CPT Coding 3 credits**

Requires the student to apply and expand the knowledge gained from the basic course, CPT Coding, to more difficult cases. The student will develop critical-thinking skills by using current references to research coding questions and issues. Computerized encoding software is utilized.

**10-530-188 Certification and Professional Development 1 credit**

This course prepares students for coding certification and includes mock coding certification exams. Students participate in professional development activities and discuss career progression opportunities.

**10-530-189 Management of Coding Services 1 credit**

This course focuses on common coding management issues including coding quality, coding productivity, and workflow processes. Recruitment training and retention of coding staff are included.

### Certification

Graduates may become certified by taking one or more of the following national coding certification examinations:

#### American Health Information Management Association (AHIMA)

\*Certified Coding Associate (CCA)

\*Certified Coding Specialist (CCS)

\*Certified Coding Specialist–Physician Based (CCS-P)

#### American Academy of Professional Coders (AAPC)

\*Certified Professional Coder (CPC)

\*Certified Professional Coder–Hospital Based (CPC-H)

## Career Potential:

- Coder
- Coding Specialist
- Coding Technician

With additional education and/or work experience, graduates may find employment as:

- Certified
- Coding Specialist
- Certified
- Professional Coder
- Registered Health Information Technician
- Registered Health Information Administrator
- Reimbursement Specialist
- Supervisor
- Consultant
- Seminar Presenter/ Speaker

*More detailed and updated information on this program may be available at: [matcmadison.edu](http://matcmadison.edu). The college reserves the right to make changes in the regulations and courses announced in this publication without notice.*

*Madison Area Technical College provides equal opportunity in education and employment.*

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