

Medical Coding Specialist Certificate Application Process

Website: <http://www.austincc.edu/health/hitt> (512) 223-5700 or toll free (888) 626-1697

Applicants are responsible for checking the Program website for any changes/updates in requirements.

Applying for college credit: complete all of the following.

Applying for continuing education: complete all the following except applying to the college.

Admission to the College

- Gain admission to Austin Community College; follow the instructions/process at <http://www.austincc.edu>
Visit a campus advisor or counselor (Student Services-all campuses) to determine need for ACC assessment testing.
- Medical Coding certificate requires:
 - Placement tests in writing (82), reading (81) and math (39) must be passed OR complete or exempt status on all sections of the TSI requirement.

NOTE: Admission to Austin Community College **does not** guarantee admission to the **Medical Coding Program**

START IMMUNIZATIONS NOW!

Applying to the Program:

- Review the Health Information Technology website at www.austincc.edu/health/hitt . Complete a Health Information Technology Information Session (on-line or on campus)
 - Retain Declaratory Form and Information Completion Form to submit with your application: see <http://www.austincc.edu/health/hitt/infosession.php>
- Complete all program required immunizations. See <http://www.austincc.edu/health/immunizations/php> for information and form.
- Complete the prerequisites with a minimum **GPA of 2.0**:
 - Health Data Content (HITT 1301)
 - The Medical Terminology (HITT 1305) must be a 3 credit hour course
 - Anatomy & Physiology (BIOL 2404) must be completed within 5 years of application date or must be repeated. MDCA 1409 will be accepted if it is within 5 years of application date.To gain approval to take the prerequisites you must go to the Medical Coding website at www.austincc.edu/health/hitt and complete/submit the Student Petition. Please include your name, student ID and which courses you want to take and the semester you want.
- Submit [Medical Coding Application](#). Priority deadline of **June 1st** for fall, and **November 1st** for spring with:
 - Immunization documentation
 - Information Session Completion form
 - Declaratory form

Applications will be accepted until class is full.

Selection into the Program:

Applicants are selected based on academic GPA in prerequisite courses and application date.

Credit and CE classes are combined, so you will receive the **same training** and upon successful completion, you will be eligible to sit for the **same certification** exam.

Please note that to be compliant with clinical facility requirements, a mandatory **criminal background check** will be required prior to admission to the Medical Coding Program. As specific timelines must be met, **do not do this until instructed by the program.**

Applications may be obtained/submitted to Health Science Admissions Office
Eastview Campus, 3401 Webberville Rd. Austin, TX 78702 (Building 8000, Room 8356)

Revised 9/21/09

**Medical Coding Specialist
Health Information Technology Program
Certificate**

Prerequisites:

Grade	Semester	
		HITT 1301/1001 Health Data Content & Structure
		HITT 1305/1005 Medical Terminology (Must be 3 credit hours)
		BIOL 2404 Introduction to Anatomy & Physiology* ²

First Semester:

Grade	Semester	
		HITT 1213 Insurance Coding
		HITT 1349/1049 Pharmacology* ¹

Second Semester:

Grade	Semester	
		HITT 1341/1041 Coding & Classification Systems
		HPRS 2301/2001 Pathophysiology ¹
		HITT 1353/1053 Legal & Ethical Aspects of Health Information ¹

Third Semester:

Grade	Semester	
		HITT 2335/2035 Coding & Reimbursement Methodologies

Fourth Semester:

Grade	Semester	
		HITT 1260 Clinical – Health Information/Medical Records Technology/Technician

* Must be completed within 5 years of acceptance or must be repeated.

¹ May be taken prior to application process.

² MDCA 1409/1009 will be accepted if it is within 5 years of acceptance.

Technical Standards expected include but are not limited to:

- Safe performance of physically taxing tasks
- Adequate visual acuity (normal or corrected)
- Adequate auditory acuity (normal or corrected)
- Effective communication
- Sufficient hand/eye coordination
- Stable emotional health