

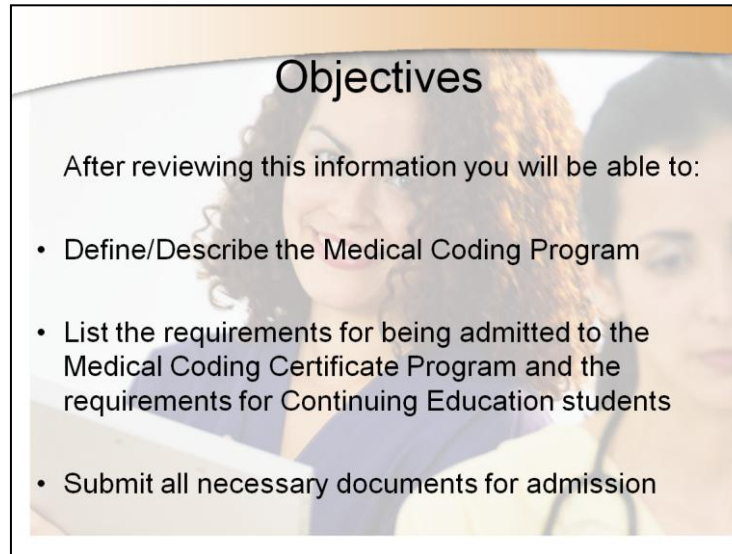


Medical Coding Certificate  
Program Information Session

Welcome to the online information session for the Medical Coding Certificate Program. You may also be listening to this information session because you intend to register for Health Information Technology classes through the Austin Community College Continuing Education Department.

This presentation will cover basic information about the Medical Coding Certificate Program and the role of the medical coder as a part of the healthcare team.

Significant information will be provided in these slides and audio narrative. You may wish to view or listen to the presentation several times to ensure that you have all the information you need to apply for admission to the program for credit or for continuing education.



## Objectives

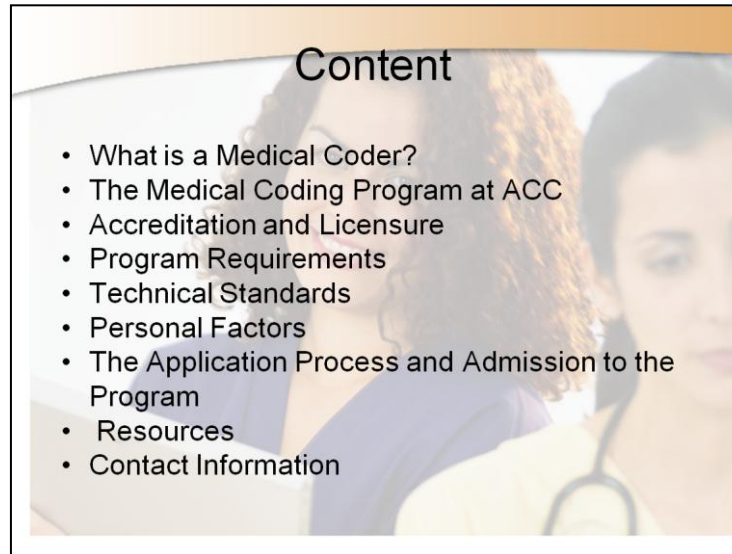
After reviewing this information you will be able to:

- Define/Describe the Medical Coding Program
- List the requirements for being admitted to the Medical Coding Certificate Program and the requirements for Continuing Education students
- Submit all necessary documents for admission

Following this session, you will be able to describe the Medical Coding program at Austin Community College and will know what the requirements are for being admitted to the program. Following completion of this information session, you should be aware of the documents that you will need to submit for admission to the program and what procedures you must follow if you are registering for Continuing Education.

If you are a Continuing Education student, you must apply for admission to the program just as a credit student would. You will not need to apply to the college however – if you have already completed the requirement for BIOL 2404 or MCDA 1409. If you have not completed this requirement, you will first need to apply to the college, complete all required assessment testing and take this course before you will be eligible to apply for program admission.

If you have not applied to the college yet, please pay particular attention to the section on applying to Austin Community College.

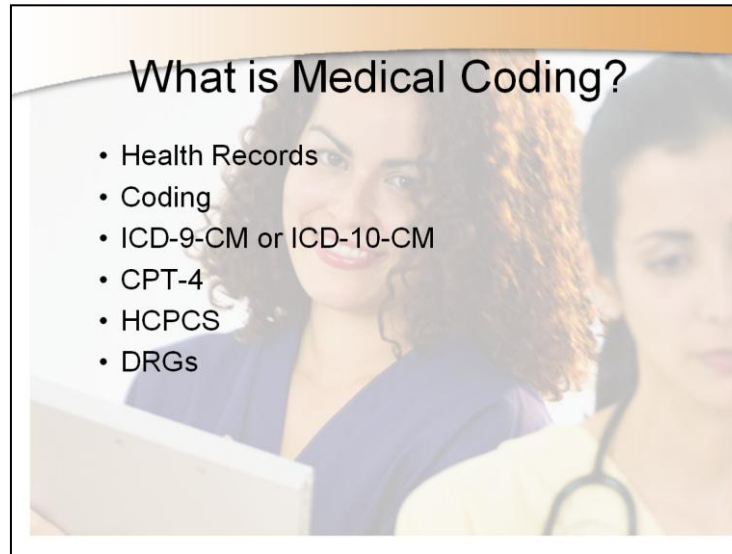


We will be reviewing the following content during this session.

For more information on the content in this online information session, please click on the links on the left side of the screen.

If you have questions at any time during this information session, just click the pause button at the bottom of the slide and write down your questions. Upon completion of the session, check the Frequently Asked Questions section of the website or speak with the Health Sciences Information/Admissions Office for answers.

Contact information is found at the end of this presentation.



Every time a patient receives healthcare, a record is made of the observations, medical or surgical interventions, and treatment a patient receives. This record includes information that the patient provides concerning his or her symptoms and medical history, the results of examinations, reports of X-rays and laboratory tests, diagnoses, and treatment plans.

A medical coder works with diagnostic and procedural codes using a universally recognized coding system such as those listed on this slide. These medical codes are used extensively for reimbursement of hospital and physician claims for Medicare, Medicaid, and insurance payments, among other uses.

A medical coder might work in hospitals, clinics, surgery centers, long-term care facilities, insurance companies, dental offices, home health care agencies, consulting firms, coding and billing services, and government agencies. They generally work under the supervision of the Health Information Manager or Chief Financial Officer.

## The Medical Coding Program at ACC

- Eastview Campus – face to face and distance learning classes
- Highland Business Center – Continuing Education classes
- Credit or Continuing Education Classes available
- The majority of classes are online except for the Coding Practicum (clinical experience)

The Medical Coding Program at ACC is offered at two campuses. The primary campus is Eastview and classes are both face to face and online. Highland Business Center which houses ACC's Continuing Education Department also offers some of the classes but these are all taught by distance learning.

It is possible to take the Medical Coding Certificate Program as continuing education (non-college credit) and then convert that coursework to college credit once the student has earned three (3) additional college credit hours at ACC. Students must request this conversion to college credit within two years of successfully completing the Medical Coding Program. The reason a student might chose the take the courses through Continuing Education is that courses are cheaper this way for out of district students.

**IMPORTANT:** Whether you register for credit or through continuing education the admission and course requirements **ARE IDENTICAL**. Click on the [Application Process](#) link on the left of your screen for information about the Continuing Education Application Process.

## Accreditation & Licensure

- Graduates are eligible to apply for entry level coding positions
- ACC's Medical Coding Program is not accredited
- Credentialing/licensure may be useful for career advancement opportunities but is not required for program graduation.
- Graduates are eligible to take the Certified Coding Associate (CCA) or Certified Coding Specialist (CCS) Exam.

Graduates of the Medical Coding Program are eligible to apply for entry level coding positions at local hospitals, clinics, and doctor's offices. While ACC's Medical Coding program is not accredited, students are still eligible to take the CCA and CCS exams through the American Health Information Management Association (AHIMA). These credentialing exams may be useful in career advancement opportunities.

In addition to AHIMA (which is a credentialing agency), there are approximately 35 different exams a student may be eligible to take. For each specialty there is a specific credentialing exam. For example if a student is working in radiology, they might take the radiology certification exam. If a student works at a surgery center, they may take the surgery exam.

## Prerequisites

- Health Data Content – HITT 1301
- Medical Terminology – HITT 1305
- Anatomy and Physiology – BIOL 2404 or MDCA 1409 (must have been completed within five years of application date) or they must be repeated.

In order to be accepted into the program, applicants must complete their prerequisites with a minimum grade of 2.0 as well as having an overall GPA of 2.0. The prerequisites are: HITT 1305/1005 Medical Terminology; HITT 1301/1001 Health Data Content & Structure; and, BIOL 2404 - Intro to Anatomy & Physiology.

Anatomy and Physiology must have been completed within five years of the application date or it must be repeated. MDCA 1409 will be accepted in place of BIOL 2404 but it also must have been completed within five year of the application date to the program.

Continuing education students who have not completed BIOL 2404 or MDCA 1409 will first need to apply to Austin Community College and take any required testing to enroll in BIOL 2404 before you can submit your application to the program.

If you are still in the process of completing your prerequisites at the time of your application, your acceptance into the program is conditional on successful completion of the prerequisites.

## Requirements

- All applicants must have passed Compass Placement Tests with scores of writing (82), reading (81) and math (39) or have completed or be exempt from TSI requirements. And gained admission to Austin Community College
- [www.austincc.edu/apply/destinationacc.php](http://www.austincc.edu/apply/destinationacc.php)
- Visit a campus advisor or counselor to determine need for ACC assessment testing

All applicants to the Medical Coding Certificate program for credit or continuing education must have passed Compass Placement Tests or be TSI Compliant. The first step to the admission process is to apply to Austin Community College. The admission process can be found at [www.austincc.edu/apply/destinationacc.php](http://www.austincc.edu/apply/destinationacc.php)

Follow the application process and visit a campus advisor to determine the need for any additional testing if you are applying for the Medical Coding credit program and have not already done so. Admission to the college does not guarantee admission into the Medical Coding program.



**You must complete this online Medical Coding Information Session before you can submit your application for admission to the program.** Completion of the post test at the end of this session will provide the needed documentation for this requirement. You must print out the Medical Coding Information Session Completion and Declaratory Form at the end of the post test. Please retain a copy for your own records. This is a requirement whether you are applying for the Medical Coding Certificate program OR for continuing education. You must declare your intent to register for Continuing Education OR to take the Medical Coding Certificate Program for credit prior to being admitted.

Students must also complete all program required immunizations prior to submitting their completed application. You must submit verification of completion of all the following immunizations: Varicella, Tetanus-Diphtheria, and MMR. An immunization form can be downloaded from the Health Sciences website: [www.austincc.edu/health](http://www.austincc.edu/health). Applications are not accepted without documentation of completion of all required program immunizations.

**AND**, before you submit your application, you must also meet with the HIT Department Chair who will review your transcripts and assist you in preparing a plan leading to your successful completion of your course of study or certificate. You will benefit most from this meeting if you come prepared with a list of questions or concerns, copies of transcripts and course descriptions, if applicable, for courses you completed at a school other than ACC. Your application cannot be submitted until the Medical Coding Department Chair has signed off on it.



## Requirements (continued)

- Criminal Background Check
- Application submission to the Health Sciences Office, Eastview Campus, Room 8356 or Round Rock Campus Room 3105

You will not complete the Criminal Background Check until instructed to do so by the Health Information Technology Department. Criminal Background Checks are a requirement for admission and continuation in **ALL** Health Sciences Programs. Background checks are honored for the duration of the student's enrollment in the clinical program if they do not have a break in enrollment. A break in enrollment is defined as non-attendance for a full semester or more. Criminal background information can be found on the Health Sciences home page.

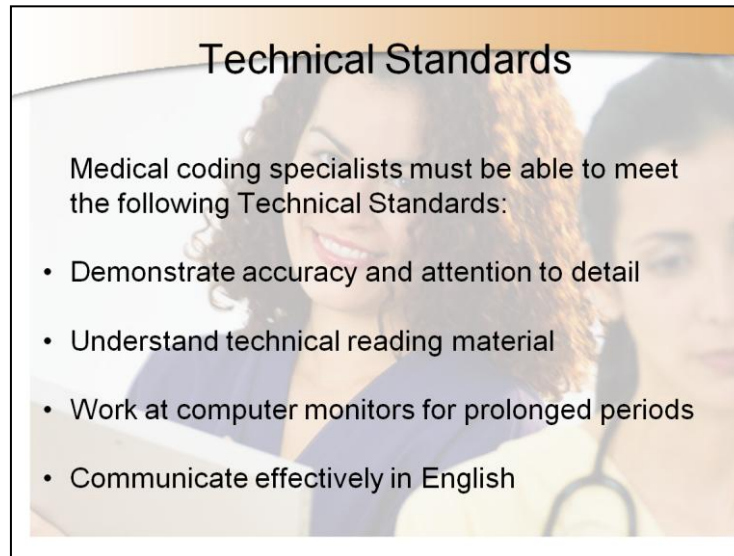
The application for this program is available to print out on the left side of this page under Application Packet or you can get a printed copy from the Health Science Admissions Office. It is your responsibility to check the program website for any changes or updates in requirements. [www.austincc.edu/health/hitt](http://www.austincc.edu/health/hitt) . When you have completed all requirements as discussed in the previous two slides, you will need to submit your application to the Health Sciences Office at the Eastview Campus in building 8000 room 8356 or the Round Rock Campus in building 3000, Room 3105.

You must register at the Continuing Education office at the Highland Business Center as well as submitting your application to the Health Sciences Admissions Office if you intend to take your courses for continuing education.

## Exception to Hepatitis B Immunization

- HITT/Medical Coding students are no longer required to obtain a Hepatitis B Vaccine.
- A waiver form must be signed and submitted along with your application
- This applies **ONLY** to Medical Coding /HIT students

Medical Coding and Health Information Technology students are no longer required to obtain a Hepatitis B vaccine. A waiver form must be signed and submitted along with your application. This form can be found on the Health Sciences website under the HITT Immunization guidelines. This exception applies **ONLY** to Medical Coding or Health Information Technology students.



## Technical Standards

Medical coding specialists must be able to meet the following Technical Standards:

- Demonstrate accuracy and attention to detail
- Understand technical reading material
- Work at computer monitors for prolonged periods
- Communicate effectively in English

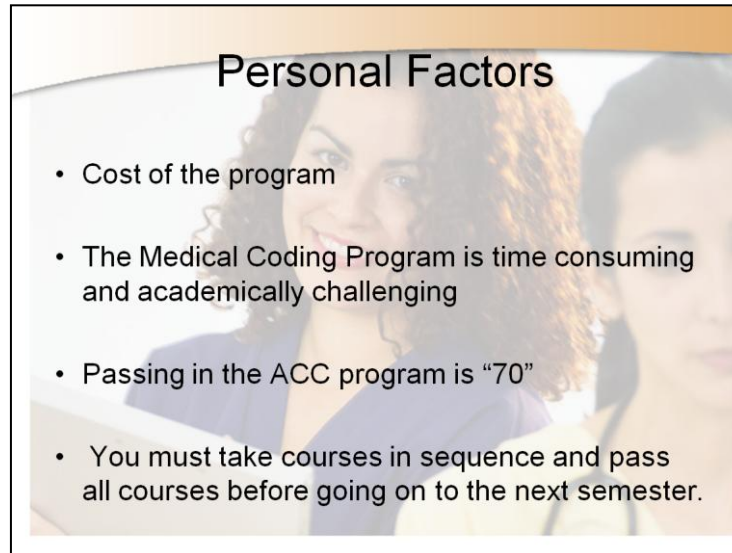
Medical coding specialists must be able to meet the following Technical Standards:

You will not be required to memorize the ICD-9 or 10-CM, CPT-4, HCPCS and DRG manuals. These contain alphanumeric characters. Transposing these numbers can result in incorrect reimbursement rates for a healthcare facility or insurance company, so memorization is not encouraged.

You will be trained in how to read a medical record. This involves reading lab reports, discharge summaries, operative reports and other technical reading material. This is the reason why the four prerequisite courses are so important. They are the foundation of this profession.

You may sit for extended periods of time which means you may be at a computer for 6 to 8 hours a day or longer. You will also enter information into the computer. Health Information Technicians work on a productivity basis.

Medical records are not currently written in braille or in a foreign language in the United States so you must be able to communicate effectively in English. For more information please review the Program Requirements tab on the left side of this page.



## Personal Factors

- Cost of the program
- The Medical Coding Program is time consuming and academically challenging
- Passing in the ACC program is “70”
- You must take courses in sequence and pass all courses before going on to the next semester.

The cost of the Medical Coding Certificate program is approximately \$3.817 for in-district students. These fees include prerequisites, program costs and textbook costs. Out of district students will have higher costs. Other expenses may include additional textbooks, resources, childcare and gas to go to clinical sites. For a breakdown of costs you may access the cost estimate sheet for the program on the Program Costs link on the left side of this web page.

Students must devote time to their studies and concentrate on learning the fundamentals of this program. Each student must pass their courses with a minimum of a “70” each semester. Anything below a “70” is considered failing. You must pass all the courses during the semester in order to begin taking the courses in the following semester. Because the program is academically challenging students are encouraged to limit work to 20 hours per week or less.

You must follow the certificate plan and meet with the Department Chair before beginning the program to discuss your coursework sequence. Click on the left hand side of the page to print and view the certificate plan.

## Selection and Admission

- Selection process – **March 1<sup>st</sup> Application Reviews begin. New students are admitted each Fall Semester.**
- Submit the Medical Coding Application and all required paperwork at your earliest convenience!
- Be aware of any changes in requirements by checking the program website at [www.austincc.edu/health/hitt](http://www.austincc.edu/health/hitt)

No application fee is required for admission to the Medical Coding program. Students are admitted into the program each fall semester. The application review process begins **March 1<sup>st</sup> for fall admission** and students are accepted in the order in which their application is received. To ensure your spot, you are encouraged to submit your application at your earliest convenience.

If you are still in the process of completing your prerequisite courses when you apply to the Certificate program, your admission will be conditional on your successful completion of all prerequisites. Your program acceptance letter will state that your acceptance is conditional on your successful completion of each prerequisite with a 2.0 GPA or better. You will be instructed in the letter what to do if you do not successfully complete your prerequisites. Applicants are accepted based on: meeting the required academic GPA in prerequisite courses and overall GPA, information session completion and completion of all other program admission requirements, and, by application date and time.

Applicants are notified by email of admission to the program. It is very important that you know how to access your ACC Gmail account – or that you provide your email address to the department if it is not an ACC account. This is the email address that will be used for faculty and staff communication with students. All applicants will be expected to send an email back to the program acknowledging that they have received notice of admission and are proceeding with continued registration. **All applicants must seek department approval (petition) for enrollment in any HITT class.** Students may contact Macy Moreno, Administrative Assistant at 223-5941 for more information.

## Declared Majors and Undeclared Students

- Declared Majors (both Credit and Continuing Education)
- Undeclared Students (Continuing Education only)
  - Medical Terminology – HITT 1305
  - Health Data Content and Structure – HITT 1301
  - Legal and Ethical Aspects of Health Information – HITT 1353
  - Insurance Coding. – HITT 1213

Declared Majors are those students seeking a certificate in medical coding as indicated on their **Medical Coding Online Information Session and Declaratory Form**. They will be taking all courses including the coding practicum. These students can take classes as college credit or through continuing education.

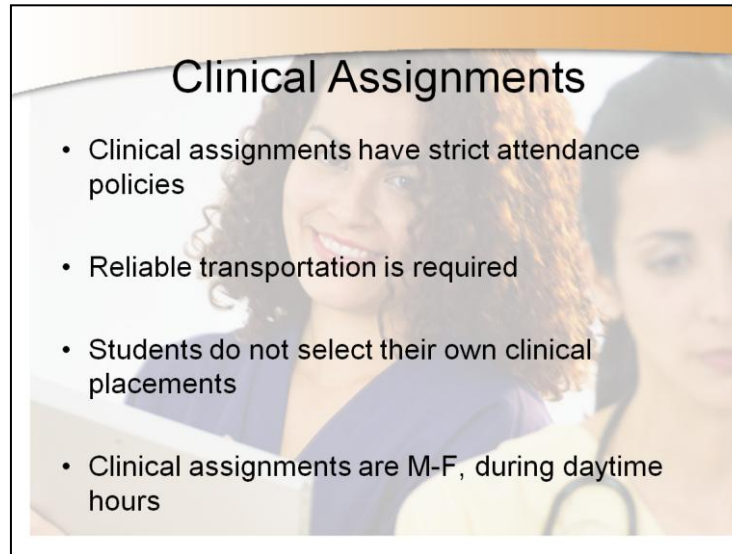
Undeclared students are students taking courses but not seeking a certificate in medical coding. These students are taking classes for professional development or continuing education. For example, these students may already have a job in this field and need some additional education for advancement. These students may enroll in the following program classes only through Continuing Education:

Medical Terminology – HITT 1305

Health Data Content and Structure – HITT 1301

Legal and Ethical Aspects of Health Information – HITT 1353

Insurance Coding. – HITT 1213



## Clinical Assignments

- Clinical assignments have strict attendance policies
- Reliable transportation is required
- Students do not select their own clinical placements
- Clinical assignments are M-F, during daytime hours

Clinical assignments have strict attendance policies. You must attend every day you are assigned, there are no exceptions to this rule.

Each student must also have reliable transportation to and from the clinical site. You must prearrange your daycare and other responsibilities.

Students do not have the option to select their own clinical sites. Clinical sites are selected based on the objectives for the course. Do not ask to go to a specific site.

Clinicals are scheduled Mondays through Fridays during the day from 7 a.m. to 4 p.m. or 8 a.m. to 5:00 p.m. or 9:00 a.m. to 6:00 p.m. There are no weekends, after hours or holiday clinical sites.

## Prior to Beginning the Program

- Respond to email sent by department
- Submit \$52.00 for criminal background check-Do NOT submit until directed to do so by program.

Prior to beginning the Medical Coding program you must respond to the email sent to you by the department chair. The department chair will instruct you how to submit a criminal background check. As soon as the results are known to the Health Sciences Compliance Office they will send the Health Information Technology Program notification that your background is clear. As soon as the department knows this information you will be notified via email in order to register for your classes.

## Resources for Students

- Office of Student Success
- Financial Aid Office - <http://www.austincc.edu/support/financialaid/>
- Services for Students with Disabilities
- Health Sciences Counselor
- Medical Coding Student Handbook

There are many resources available for ACC students. An Office of Student Success is located at each ACC campus near the admissions office and includes an Office of Student-Life Activities and Counseling Services.

A Financial Aid Office provides grants, loans, and work-study opportunities to students who may otherwise be unable to attend college. The Financial Aid Office can help you determine whether or not you might be eligible for grants and loans. They can be found on the college website at <http://www.austincc.edu/support/financialaid/>

There is also a designated office for students with special needs.

ACC's Health Sciences students also have access to a Health Sciences Counselor to assist them with life challenges they may face that might affect educational success. The Health Sciences Counselor is sensitive to the many challenges faced by ACC health science students, such as: time management, study skills, test taking anxiety and stress management and personal relationship challenges just to name a few.

Please check the ACC online directory for additional information about these and other student resources.

## Questions?

- Contact the Health Sciences Admissions and Information office:
  - Eastview Campus
  - 3401 Webberville Rd, Building 8000
  - Room 8356, Austin, Texas 78702
  - 512-223-5700, Toll Free 888-626-1697
  - Fax: 512-223-5901
  - Email: [Healthsciences@austincc.edu](mailto:Healthsciences@austincc.edu)
- It is the student's responsibility to check the program website for any changes or updates in requirements. [www.austincc.edu/health/hitt](http://www.austincc.edu/health/hitt)

For questions regarding any of the information listed on this presentation you may contact the Health Sciences Admission and Information office at 512-223-5700 or toll free 888-626-1697.

It is the student's responsibility to also check the program website for any changes or updates in requirements. [www.austincc.edu/health/hitt](http://www.austincc.edu/health/hitt)

## Post Test

- Complete the online post test now found under the Verification Tab.
- Print a copy of the “Medical Coding Information Session Completion and Declaratory Form” and submit with your application.
- If you are a continuing education certificate student, a checklist follows on the next slide.

You have now completed the online Medical Coding Information Session.

✓ Please proceed with taking the post test now which you will find under the Verification Tab on this slide show.

✓ Print a copy of the Medical Coding Information Session Completion and Declaratory Form and Medical Coding Declared Major Form and submit this with your application. Your application will not be accepted unless you have this form. The Health Sciences office will determine that your application is not complete and return the application to you.

If you are a Continuing Education Certificate student, a checklist follows for you on the next slide.



### Checklist for Continuing Education Certificate Students

- Register with Continuing Education.
- Attend Online Information Session. Retain completion Form.
- Complete or exempt status on TSI
- Complete immunizations.
- Meet with Medical Coding Department Chair

To recap this is a checklist for continuing education student:

Register with the ACC Continuing Education Department.

Complete the Information Session and keep a copy of the Medical Coding Information Session Completion and Declaratory Form

Complete or exempt status on TSI

Complete all program required immunizations.

Meet with the Medical Coding Department Chair

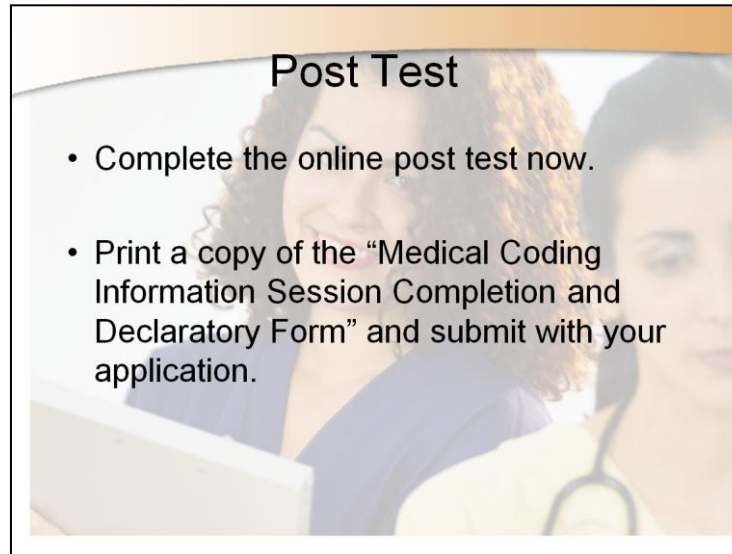
### Checklist for Continuing Education (continued)

- Complete the three prerequisites with a minimum GPA of 2.0
- Submit application with all of the required paperwork to the Health Sciences Admissions Office.
- When approved to register, register for courses through Continuing Education

Complete the required prerequisites with a minimum GPA of 2.0

Submit your application with all of the required paperwork to the Health Sciences Admissions Office.

When you are given approval to register, you will for your courses through the Continuing Education Department



## Post Test

- Complete the online post test now.
- Print a copy of the “Medical Coding Information Session Completion and Declaratory Form” and submit with your application.

You have now completed the online Medical Coding Program Information Session. Please proceed with taking the post test now. Print a copy of the Medical Coding Program Information Session completion form and either the Declared Major or the Undeclared Major Form. You must submit these with your application. Your application will not be accepted unless you have these forms.

The Health Sciences office will determine if your application is complete and return it to you if it is incomplete.

Thank you taking the time to attend this online information session and for your interest in Medical Coding. Click on the “Verification” tab to go to the Post Test.