

Technical Certificate

Medical Coding

This certificate is intended to provide entry-level skills for the person wishing to begin a career in coding medical records. Jobs would be available in hospitals, physicians' offices, insurance companies, extended care facilities, and other medical environments.

AIS	1181	Business Software Applications.....	3 Credits
BIOL	1000	Medical Terminology.....	3 Credits
BIOL	1004	Basic Anatomy and Physiology.....	3 Credits
HCM	2200	Medical Legal Issues.....	3 Credits
HCM	2300	Pharmacology.....	3 Credits
HCM	2400	ICD-CM Coding	3 Credits
HCM	2500	CPT Coding	3 Credits
HCM	2600	Insurance & Reimbursement.....	3 Credits

- Courses offered day, evening, and online for your convenience.
- No academic placement tests for the certificate are required but student must possess good reading and math skills
- All courses may be applied to the Associate of Applied Science degree in Healthcare Management once the student meets the degree admission requirements for the college.
- For more information contact the following Healthcare Management advisors:
 - Eli Alvarado at eli.alvarado@nsc.edu or 353-3705
 - Jacqueline Woeppel at jacqueline.woepfel@nsc.edu or 353-3491

COURSE DESCRIPTIONS

AIS	1181	BUSINESS SOFTWARE APPLICATIONS An introduction to the use of microcomputer software in the business environment. Applications include word processing, spreadsheets, database, and presentation software.
BIOL	1000	MEDICAL TERMINOLOGY Medical terms, abbreviations and definitions with associated anatomy. Topics include roots, prefixes, and suffixes commonly used in the medical field and terminology related to body systems and disorders.
BIOL	1004	BASIC ANATOMY AND PHYSIOLOGY An introduction to human anatomy and physiology. Topics include the cell, and organ systems including integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive.
HCM	2200	MEDICAL LEGAL ISSUES An overview of the legal issues arising in the healthcare workplace. Included is a brief history of the legal system, torts, contracts, confidentiality, laws relating to drug administration, medical records as a legal document, patients' authorization, informed consent, medical practice acts and areas of potential liability for the healthcare professional.
HCM	2300	PHARMACOLOGY An introduction to generic and product names of a variety of medications, drug classifications, and general therapeutic applications. Topics include history of drugs, the drug approval process, applicable prescription and over-the-counter drugs for every body system. Prerequisite: BIOL 1000 with a grade of "C" or higher
HCM	2400	ICD-CM CODING A study of the coding and classification of diseases, symptoms, operations and procedures according to the International Classification of Diseases, Clinical Modification (ICD-9-CM). Topics include assignment of diagnosis and procedure codes utilizing proper coding guidelines. Prerequisites: BIOL 1000 and BIOL 1004 with a grade of "C" or higher. HCM 2400 and HCM 2500 cannot be taken at the same time.
HCM	2500	CPT CODING A study of the descriptive terms and identifying codes for reporting medical services and procedures according to the latest edition of Physicians' Current Procedural Terminology (CPT). Topics include CPT coding format and conventions, apply coding guidelines to ensure accurate code assignment, complexities of assigning evaluation and management codes, and the format and usage of HCPCS National Codes and modifiers. Prerequisites: BIOL 1000 and BIOL 1004 with a grade of "C" or higher. HCM 2400 and HCM 2500 cannot be taken at the same time.
HCM	2600	INSURANCE & REIMBURSEMENT A study of insurance billing procedures. Topics include instruction for completing pertinent forms for third-party payers. Reimbursement methods for billing and reporting are discussed. Prerequisite: HCM 2200 with a grade of "C" or higher

