



# Health Informatics & Information Mgmt. (Online) Medical Coding & Reimbursement Specialist

Certificate of Proficiency (CP)

Planning Guide 2017-2018

EPC 3153

## Program Information:

**Length of Program:** 60-63 Credits  
**Completion Award:** Certificate of Proficiency  
**Enrollment:** Fall Quarter Only  
**Approximate Quarterly Costs:** \$25-\$120  
*(in addition to tuition, books and parking)*

**Website:** [www.shoreline.edu/virtual-campus/hiim/](http://www.shoreline.edu/virtual-campus/hiim/)

## Program Advisor:

**Ellen Cadwell, RHIA** (Advises last names A-L)

206-546-4757 [ecadwell@shoreline.edu](mailto:ecadwell@shoreline.edu) Rm 2334

**Gloria Anderson, Med, RHIA, CCS** (Advises last names M-Z)

206-546-4707 [ganderso@shoreline.edu](mailto:ganderso@shoreline.edu) Rm 2333

## Program Description:

The Certificate of Proficiency is designed to provide students with basic knowledge and skills in specific career fields to enter the workforce directly upon completion of the certificate or to seek advanced study in the field. Shoreline Community College works closely with local advisory committees comprised of industry professionals to ensure students receive the knowledge and skills currently in demand by employers.

## Medical Coding and Reimbursement—What is it?

Medical coding and reimbursement involves understanding and interpretation of medical records with detailed information regarding diseases, injuries, surgical operations and other medical procedures. Medical Coding Specialists assign codes using the International Classification of Diseases and current procedural and clinical terminology. They handle all components of claims processing, including management of disputed, rejected and delayed claims. The Medical Coding and Reimbursement Specialist program is offered only online and approved by the American Health Information Management Association (AHIMA).

## Program Outcomes:

Students who successfully complete this program **-by achieving a grade of 2.0 or better for each individual course in the program and program prerequisites** - should be able to:

1. Read and interpret patient medical records.
2. Accurately assign diagnostic and procedural codes according to professional and federal coding guidelines.
3. Complete insurance, Medicare and Medicaid claim forms.
4. Apply privacy and security regulations to protect confidential health care records and billing data.
5. Use manual and computerized encoders and grouping systems to determine prospective payment systems in various healthcare settings.
6. Use computer software programs, including electronic health record software and automated accounting systems.

## Career Opportunities—What can I do with a Certificate in Medical Coding and Reimbursement Specialist?

The job outlook for medical coding specialists is good with graduates working as Medical Coders, Medical Reimbursement Specialists and Patient Account Representatives. For salary information in your state, visit the Bureau of Labor Statistics at <http://www.bls.gov>.

**Potential employers include:** Medical and dental offices, insurance companies, medical coding and billing companies, hospitals and other health care facilities. For more, please visit career information and resources at [www.shoreline.edu/acc/CareerCounseling.aspx](http://www.shoreline.edu/acc/CareerCounseling.aspx).

**Medical Coding and Reimbursement Specialist Planning Guide—2017–2018 | Certificate of Proficiency (CP)**

**Program Prerequisites:** MATH 098 Intermediate Algebra or equivalent placement, ENGL& 101 English Composition, BIOL& 170 Human Biology and basic computer application skills, including working in a PC Windows environment. A separate initial admissions process is required. Acceptance into Shoreline Community College does not guarantee acceptance into the Health Informatics and Information Management programs. Early application to the program is advised as space is limited.

**Academic and Program Requirements:** Students are required to maintain a grade of 2.0 in ALL courses. Strong English grammar skills are essential for the program and profession. Since courses are not offered every quarter and some courses require prerequisites, students **MUST** confer with an HIIM Advisor to develop an academic plan. Check program website for advisor information and access to required computer hardware and software.

**CERTIFICATE OF PROFICIENCY – 60-63 Credits**

<b>GENERAL EDUCATION CORE REQUIREMENTS   2-5 Credits</b>			
<b>Course</b>	<b>QTR</b>	<b>GR</b>	<b>CR</b>
<b>Human Relations:</b> BUS 105 Essen of Human Relations <u>OR</u> BUS 104 Human Relations <u>OR</u> HIIM 224 Mgmt for Health Information Supervisors (for dual enrollment in MCRS and HIT)			2-5
<b>CORE REQUIREMENTS   57 Credits</b>			
	<b>QTR</b>	<b>GR</b>	<b>CR</b>
ACCT& 201 Principles of Accounting I			5
HIIM 120 Survey of Health Care Delivery			4
HIIM 125 Hospital/Clinic Records			5
HIIM 134 Medical Terminology			5
HIIM 154 Medical Reimbursement Systems			5
HIIM 170 Legal Aspects of Health Care			4
HIIM 171 Basic ICD-10 Coding			5
HIIM 172 CPT Coding			5
HIIM 173 Intermediate Medical Coding			5
HIIM 174 Pharmacology			3
HIIM 175 Human Diseases			5
HIIM 225 Computers in Health Care			5
HIIM 228 Medical Coding Practicum			2

**RECOMMENDATIONS:**

---



---



---



---



---

<b><i>APPROVAL TO GRADUATE</i></b>	
<i>Student Name &amp; SID</i>	<i>Date</i>
<i>Faculty Advisory</i>	<i>Date</i>
<i>Division Dean</i>	<i>Date</i>
<i>Credential Approval</i>	<i>Date</i>

Note: Every effort has been made to ensure the accuracy of the information in this publication. However, the information is subject to change without notice and final career decisions are the responsibility of the student.

## Sample Schedule for Certificate of Proficiency

All courses are offered on-line

1 <sup>st</sup> Year	2nd Year
<b>Fall Quarter</b> HIIM 120 Survey of Health Care Delivery 4* HIIM 125 Hospital/Clinic Records 5* HIIM 134 Medical Terminology 5** HIIM 174 Pharmacology 3** <b>Winter Quarter</b> HIIM 154 Medical Reimbursement Systems 5* HIIM 171 Basic ICD-10 Coding 5* HIIM 175 Human Diseases 5* HIIM 174 Pharmacology 3** <b>Spring Quarter</b> HIIM 170 Legal Aspects Health Care 4* HIIM 172 CPT Coding 5* BUS 105 Essentials of Human Relations OR BUS 104 Human Relations OR HIIM 224 Management for Health Information Supervisors 2-5* (For dual enrollment in MCRS and HIT Programs)	<b>Summer Quarter</b> HIIM 173 Intermediate Medical Coding 5* ACCT& 201 Principles of Accounting I 5  <b>Fall Quarter</b> HIIM 225 Computers in Health Care 5* HIIM 228 Medical Coding Practicum 2*
* Only offered on-line once per year, during the quarter listed. **HIIM 174 Pharmacology is offered Fall and Winter Quarters. HIIM 134 Medical Terminology is offered every quarter.	

## ADDITIONAL INFORMATION

The final coding course is the Medical Coding Practicum. Students will code 50 - 100 medical charts. Students wishing to continue on to obtain an Associate in Applied Arts and Sciences degree in Health Information Technology must meet with their advisor and apply to the program.

### Professional Certifications

Graduates are eligible to write the certification examination offered by the American Health Information Management Association (AHIMA) for Certified Coding Specialist-Physician's Office (CCS-P), or the entry-level Certified Coding Associate (CCA). They are also eligible to write the American Academy of Professional Coders Certified Professional Coding (CPC, CPC-H) examinations. The AHIMA mastery-level Certified Coding Specialist (CCS) examination for inpatient coding is also available.