



Success begins here

PURPOSE OF PROGRAM

Medical coding is a three semester certificate program that prepare students for the rapidly expanding field of medical coding. Instruction focuses on developing an understanding of the language of medicine and the ability to apply it to professional coding standards. The curriculum concentrates on the areas of anatomy and physiology, medical terminology, pharmacology, and clinical classification systems. Coders are required to abstract medical documentation from a patient's chart and correlate the diagnosis and procedures performed into numerical code numbers. This type of work is done in all healthcare facilities. The student gains knowledge and practice in computer software programs such as encoders and electronic medical records systems, allowing students to have real world, hands-on application of coding practice.

Upon successful completion of the program, graduates are eligible for certification as a Coding Associate (CCA) through the American Health Information Management Association (AHIMA). With some experience, they become eligible for additional national certification examinations through AHIMA or the American Academy of Professional Coders.

CAREER OPPORTUNITIES

Graduates are prepared to work in various healthcare settings, including hospitals, clinics, physician offices, long-term care facilities, and home health agencies. Employment opportunities can also be found in nontraditional healthcare areas such as insurance companies, government agencies, computer software companies, as well as consulting firms.

*NMCC is an equal opportunity/affirmative action institution and employer.
For more information, please call 768-2791.*

ADMISSIONS POLICY

Completion of a four-year high school program or a state high school equivalency certificate is required for admission into the program. Two years of math, including algebra I, are required, while algebra II, biology and chemistry are desired. A rolling admissions policy affords candidates the opportunity to apply and be accepted throughout the year, but early application (9-10 months prior to the school year) is recommended because of competition and strict enrollment capacities established for each program.

APPLICATION PROCEDURE

The following procedures constitute the admissions process:

1. An application form must be submitted accompanied by a nonrefundable \$20 application fee.
2. An official high school transcript must also be submitted (current seniors' transcripts should include completed ranking periods).
3. GED test scores must be submitted by applicants who are not high school graduates.
4. Official college transcripts must be submitted by applicants who have attended other colleges or post-secondary schools.
5. Placement testing, individual interviews and campus tours are required, in most cases, prior to being admitted.
6. Admission decisions are made as quickly as possible once a candidate's file is complete.
7. Accepted applicants are required to make a deposit within thirty days of acceptance. Students requesting on-campus housing are required to submit an additional deposit to reserve space in the residential complex.

MEDICAL CODING

2016-2017 Curriculum

Certificate Program

<u>First Semester</u>		<u>C</u>	<u>L</u>	<u>CR</u>
♦ BIO 120	Anatomy & Physiology I	3	2	4
CIS 113	Intro. to Microcomputer Apps.	3	0	3
ENG 111	English Composition	3	0	3
♦ HIT 113	Clinical Classification Systems I	3	0	3
♦ ALH 220	Medical Terminology	<u>3</u>	<u>0</u>	<u>3</u>
		15	2	16
 <u>Second Semester</u>				
♦ BIO 130	Anatomy & Physiology II	3	2	4
♦ HIT 111	Medical Law & Ethics	3	0	3
♦ HIT 115	Clinical App. Patho-physiology & Pharmacology	3	0	3
♦ HIT 213	Clinical Classification Systems II	3	0	3
♦ MAT 115	Business Math	<u>3</u>	<u>0</u>	<u>3</u>
		15	2	16
 TOTAL REQUIRED				32

♦ Major courses; a minimum grade of "C" or 2.0 required.