



## MEDICAL RECORDS CODING SPECIALIST CERTIFICATE

### CURRICULUM GUIDE

*The information contained within this curriculum guide is the official **Medical Records Coding Specialist Certificate Program Policy** effective for academic year 2009-2010.*

***It is the student's responsibility to keep updated on any program changes.***

*Interested students should contact the HIT Program Coordinator for additional information and/or advising.*

The Medical Records Coding Specialist program is a 38 credit hour program leading to a Certificate as a Medical Records Coding Specialist. This certificate is embedded in the Health Information Technology curriculum.

The program prepares the graduate to take an active role in the field of health information. Graduates will interact with physicians, health professionals, financial and administrative staffs to ensure accurate coding and reimbursement of health information. The curriculum includes course work in the supporting sciences and general education areas. Classroom instruction is supplemented with learning experiences in the campus laboratory and in area health care facilities. Students enrolled in the Medical Records Coding Specialist Program are required to achieve a minimum of grade of "C" in each Health Information Technology course.

Medical Records Coding Specialists are employed in hospitals, medical clinics, nursing homes, other health care facilities and industry.

The program is a part of the Health Information Technology program. The Health Information Technology program is accredited by the Commission on Accreditation for Health Informatics and Information Management. CAHIIM can be reached by contacting the American Health Information Management Association (AHIMA) at 233 N. Michigan Avenue, Suite 2150, Chicago, IL 60601.

Graduates may choose to take the Certified Coding Associate (CCA), Certified Coding Specialist (CCS), and Certified Coding Specialist – Physician Office (CCS-P) coding examination offered by the American Health Information Management Association. Graduates may also choose to take the Certified Professional coder ([CPC](#)) or certified Professional Coder-Hospital ([CPC-H](#)) offered by the American Academy of Professional Coders (AAPC).

Students interested in a career in health information are welcome to contact the HIT Program Coordinator for information or academic advising at:

Dr. Elizabeth Neichter, RHIA  
Health Information Technology Program  
Jefferson Community and Technical College  
109 E. Broadway VTI 307A  
Louisville, KY 40202  
Phone: 213-2199  
E-mail: [elizabeth.neichter@kctcs.edu](mailto:elizabeth.neichter@kctcs.edu)

## Application Process

Students must first apply to Jefferson Community and Technical College, and then submit a separate Medical Records Coding Specialist program application to the HIT Program Coordinator.

Program applications will be made available during Medical Records Coding Specialist Program Pre-Admission Conferences held on various dates/times listed below, or you may contact the program coordinator. **Pre-Admission Conferences are scheduled for the downtown campus on:**

October 16, 2009

February 26, 2010

March 26, 2010

November 14, 2009

April 2 and 9, 2010

**All downtown conferences will be held in Room 209 of the VTI building at 10:30 a.m.**

If you plan to transfer college credit from another college toward the MRCS program curriculum, please have a student copy of your transcript evaluated by the HIT Program Coordinator. Please bring the following to your appointment:

- Unofficial copies of all your transcripts. (Please bring old college catalogs)
- Assessment scores
- ACT scores, if available

**Applicants should attend a pre-admission conference. No appointment is required. The pre-admission conference is place that you may receive an application to the Health Information Technology Program / Medical Records Coding Specialist. Please bring a photocopy of all college transcripts to the pre-admission conference at Jefferson Community and Technical College, 109 E Broadway, Louisville, KY 40202.**

Submit official JCTC Application Form to the Admissions/Records office, **NOT** to the Allied Health Division Office. Official applications sent to the Allied Health Division Office or the HIT office will not be forwarded to Admissions. **Address: Admissions/Records Department, Jefferson Community and Technical College, 109 E Broadway, Louisville, KY 40202.**

Enrollment in the Medical Records Coding Specialist Program is selective and is based upon the available facilities and resources within the community and the college.

## Admission Requirements

In order to be considered for admission, applicants must comply with college *and* program application requirements. Students applying for admission to the Jefferson Community and Technical College Medical Records Coding Specialist program must meet the minimum requirements established by the *Senate Rules of the Community College System*. Students who do not meet the minimum requirements cannot be admitted to the Medical Records Coding Specialist Program. Meeting the minimum requirements permits a student to be included in the qualified applicant pool, but does not guarantee admission to the Medical Records Coding Specialist Program. Admission to the college does not imply admission to the Medical Records Coding Specialist Program.

In order to be considered by the Medical Records Coding Specialist Admissions Committee, each applicant must attend a pre-admissions conference and/or meet with the HIT Program Coordinator and present the following credentials no later than May 30th of the year in which the student is applying for admission.

1. Application for admission to the college.
2. Official high school transcript indicating the applicant has or will have completed a high school course of study *or* a passing GED report.
3. Official transcripts of all post-secondary education.
4. American College Test (ACTE) and/or SAT, ASSET or COMPASS exam.

Applications for admission to the program may be accepted by the Admissions Committee later than the stated dates provided that:

1. positions are still unfilled, and;
2. all the required documents have been submitted

Students admitted into the Medical Records Coding Specialist program must have completed BIO 137 (formerly BSL110) Human Anatomy & Physiology I, with a "C" or better, prior to entering the program **AND** have completed CLA 131 Medical Terminology from Greek and Latin *OR* AHS 115 Medical Terminology *OR* OST 103 Medical Office Terminology.

**Technical Standards:** In order to be considered for admission or to be retained in the program, all applicants should possess:

1. Sufficient visual acuity, such as needed to read and assess patient medical records;
2. Sufficient auditory perception to receive and interpret verbal communication from individuals and groups;
3. Sufficient gross and fine motor coordination to perform business machine, office and computer tasks;
4. Sufficient communication skills (speech, reading, writing) to interact with individuals and groups; and
5. Sufficient intellectual and emotional functions to plan and implement Health Information Management functions

According to **Americans with Disabilities Act (ADA)** law, it is a student's personal decision to disclose a disability. If students choose to disclose a disability, by college policy, they will be directed to the Disability Resource Center. By law, all reasonable accommodations will be made. Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this program must contact the Access Ability Resource Center (Student Disability Services) office in Room 111 of the VTI Building on the Downtown campus. The ARC telephone number is (502) 213-2375. Please **DO NOT** request accommodations directly from the professor or instructor.

## Selection Process

Selection of students for the program will be made by the President of the college or the president's designees after considering the recommendation of the Admissions Committee. Selection preference may be given to:

- 1) Applicants with an ACT composite score of 19 or above; (or equivalent on the SAT, ASSET or COMPASS);
- 2) Applicants who have completed 12 or more college credit hours with a GPA of 3.0 or better (4 point scale)  
or;

- 3) Applicants who have completed BIO 137 (formerly BSL 110) AND CLA 131 Medical Terminology from Greek and Latin OR AHS 115 Medical Terminology OR OST 103 Medical Office Terminology with a "3.0 or better.
- 4) Kentucky residents

Applicants will be notified in writing as to their admission status to the Medical Records Coding Specialist program. No information will be available by phone.

*Jefferson Community and Technical College is committed to a policy of providing educational opportunities to all qualified students regardless of economic or social status, and will not discriminate based on race, color, religion, sex, marital status, beliefs, age, national origin, sexual orientation, or physical or mental disability.*

Admission Criteria (Point system)		
Category	Criteria	Maximum Points Available
I. ACT Score (SAT, ASSET OR COMPASS)	<p><b>Composite Score of 19 or above</b> = <i>Composite scores for ACT results issued prior to 10-28-89 will be adjusted two points higher.</i>            ACT Points will be awarded according to the composite ACT score, up to a maximum of 25 points. For example, ACT composite score of 19 = 19 points.</p> <p>Composite score of 18 = 15 points            Composite score of 17 = 10 points            Composite score of 16 or below = 0 points</p>	25
II. General Academic Standing (GPA)	<p>If applicant has completed 12 or more college credit hours with a 3.0 or above (remedial or developmental courses do not apply), then cumulative college GPA is utilized for point assessment.</p> <p>GPA of 3.75 – 4.0 = 35 points            GPA of 3.50 – 3.74 = 30 points            GPA of 3.25 – 3.49 = 25 points            GPA of 3.0 – 3.24 = 20 points</p>	35
III. Prerequisite Courses	Applicants who have a 3.0 GPA or above in the following courses: BIO 137; CLA 131 Medical Terminology from Greek and Latin OR AHS 115 Medical Terminology OR OST 103 Medical Office Terminology	30
IV. Residency Status	Kentucky residents will receive 10 points.	10
<b>Maximum Points Available</b>		<b>100</b>

## Post Admission Requirements

Students must earn a minimum grade of "C" in each HIT course to continue in the program.

Students are required to purchase liability insurance coverage through the college at a cost of approximately \$26 per year prior to HIT 208.

Students must provide proof of a TB skin test (or chest x-ray) and a Hepatitis B vaccination (or waiver) the semester before beginning the first practicum. Any expenses related to this test are the student's responsibility.

The cost of required textbooks and supplies is approximately \$600.00 per year; cost is estimated and may vary.

Criminal background checks are required of all new students and individuals who are returning to the program. Individuals must be able to pass this background check prior to enrolling in clinical courses. Current cost of this background check is \$43.00, this amount is subject to change. Cost *may* be paid for through financial aid.

Students will incur all costs related to practicum, including transportation, parking, uniforms (if required), and meals. For practicum outside the Louisville-metropolitan area students will be expected to pay for housing or other related costs.

Fee schedules may be found in the Community College catalog or on-line at <http://www.jefferson.kctcs.edu>. Specific questions concerning financial assistance should be directed to the Downtown Campus Financial Aid Office located on the 4<sup>th</sup> floor of the Jefferson Education Center, or by calling 502-213-2146.

Each program applicant is responsible for keeping his/her student file up-to-date. Important updates include new grades, phone, mailing address, and preferred e-mail address.

Mary Warford, Allied Health Division Secretary (502) 213-4296  
E-mail: [mary.warford@kctcs.edu](mailto:mary.warford@kctcs.edu)

**MEDICAL RECORDS CODING SPECIALIST**

FIRST YEAR		
<b>Summer Semester</b>		
OST 103	Medical Office Terminology (formerly OTM 150) OR	3
CLA 131	Medical Terminology from Greek or Latin OR	(3)
AHS 115	Medical Terminology	(3)
BIO 137	Anatomy and Physiology I (formerly BSL 110 ***)	4
		<b>7 credit hours</b>
<b>Fall Semester</b>		
BIO 139	Anatomy and Physiology II (formerly BSL 111)	4
CPU 150	Computer Fundamentals * or	3
OST 105	Introduction to Information Systems * or	(3)
CIS 100	Introduction to Computers *	(3)
HIT 100	Introduction to Healthcare Delivery Systems	2
HIT 102	Health Data Content and Structure	2
HIT 104	Pathophysiology of Human Diseases	3
HIT 106	Pharmacology for Health Information Professionals	2
		<b>16 credit hours</b>
<b>Spring Semester</b>		
HIT 108	Clinical Classification Systems I	3
HIT 110	Legal/Ethical Issues in Health Information	2
HIT 112	Reimbursement Methodologies	3
		<b>8 credit hours</b>
<b>Fall Semester</b>		
HIT 202	Clinical Classification Systems II	<b>3 credit hours</b>
<b>Spring Semester</b>		
HIT 206	Clinical Classification Systems III	2
HIT 208	Clinical Coding Practicum	2
		<b>4 credit hours</b>
		<b>TOTAL 38 Credit Hours</b>

\*\*\* The Medical Record Coding Specialist program does NOT have as a part of its curriculum Reading, English or a mathematics component, however, students should be aware that BIO 137 does require a student to score above the developmental level in Reading, English & Mathematics OR have successfully completed the developmental courses before enrolling in this course. Discuss this with your advisor.

*Final course scheduling will be determined by the College and may vary from the above calendar.*

**CURRICULUM REVISION PENDING**