

Medical Coding & Reimbursement Program

General Overview

The Medical Coding & Reimbursement Program at Jefferson Community & Technical College is designed to prepare the student to take an active role in the coding and reimbursement process for services performed by the physician and non-physician practitioners. The graduate will be prepared to ensure that medical services are correctly identified and coded on claim forms. Students are provided with an in-depth knowledge of medical terminology, anatomy, and coding both diagnoses and procedures using the ICD-9-CM, CPT, and HCPCS coding sets in addition to reimbursement procedures.

Students will attain the skills to interact with physicians, clinical staff, third-party payers, and patients. Satisfactory completion of the program qualifies the graduate to take the American Academy of Professional Coders national certification exam to earn a CPC accreditation.

The Medical Coding and Reimbursement Program is offered at the Jefferson Technical Campus of the college, located at 8th and Chestnut Streets downtown. The program curriculum consists of program-specific coursework and clinical learning experiences reflective of the medical coding and reimbursement practice. The coursework expands over two semesters and consists of 25-33 credit hours, plus a 120 hour externship. Enrollment in this program is limited; however there is no selective admission process. The program admits students twice each year, with a new class beginning in the fall and in the spring.

Who Are Medical Coding & Reimbursement Specialists?

Medical Coding and Reimbursement Specialists take an active role in the coding & reimbursement process by identifying diagnoses and procedures performed, correctly assigning the appropriate diagnoses and procedure codes, appropriately completing and submitting claim forms, researching and correcting insurance claim rejections, and posting insurance reimbursement.

Getting Started

Students interested in the Medical Coding & Reimbursement Program at Jefferson should begin by reading this curriculum guide thoroughly. The guide contains important information regarding the program application, required coursework, and various other

advising notes. Students are also encouraged to visit the college's website for additional program and career information at <http://www.Jefferson.kctcs.edu>.

Admission Requirements

Students applying for admission to the Jefferson Community & Technical College must meet the minimum requirements established by the Senate Rules of the Community and Technical College System.

Minimum Requirements Established by the Senate Rules:

1. Application for admission to the college.
2. High school transcript indicating the applicant has or will have completed a high school course of study or passing GED report.
3. Official transcripts of all post-secondary education.
4. ACT, SAT, or Compass test Score Report.

Technical Standards:

The Medical Coding & Reimbursement specialist works to promote, maintain and improve the management of health information within health organizations. Computerization, on-going legislative reforms, information security issues, advances in medical science, and the need to contain health care costs have resulted in an increased demand for certified coding and billing specialists, 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 Medical Coding and Reimbursement 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 before the start of the semester. Please DO NOT request accommodations directly from the professor or instructor.

Orientation

Attendance at Medical Coding and Reimbursement orientation is a mandatory requirement prior to the first day of class. You will be notified of the date and time of this orientation.

Financial Information

Fee schedules may be found in the 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 4th floor for the Jefferson Education Center, or by calling (502) 213-2146 or the Technical Campus financial aid office located in room 109 Building B, 800 W. Chestnut Street, Louisville, KY 40203 or by calling Toya Flanagan at (502) 213-4275.

Academic Advising

Individual academic advising is available by Medical Coding & Reimbursement Program faculty member to schedule an appointment for academic advising at 502-213-4241. Faculty offices are located on Jefferson Technical Campus at 800 W. Chestnut Street, Louisville, KY 40203, Bldg A, Room 200D. We request that students use e-mail communication to establish initial contact. Students are strongly encouraged to read through this curriculum guide and visit our website <http://www.jefferson.kctcs.edu> prior to meeting with an advisor. Students may also contact the Jefferson Technical Campus Advising, located in room 109, Building B, Jefferson Technical Campus, 727 W. Chestnut Street, Louisville, KY 40203 or by calling (502) 213-4272 or (502)213-2184.

Transcript Evaluation

A transcript evaluation is available for any student desiring to transfer credit into Jefferson Community and Technical College from other accredited institutions of higher learning. Formal transcript evaluation occurs upon the official receipt of transcripts by the Registrar and concurrent with the admissions process. However, for advising purposes, the Program Coordinator can provide the student an informal assessment of status relative to the education requirements specific to the Medical Coding & Reimbursement Program. Students may request such evaluation by contacting the Academic Program Coordinator.

Medical Coding & Reimbursement Program Faculty – Contact Information

Paula Guthrie, AAS, CPC
Academic Program Coordinator
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Medical Coding & Reimbursement Program Course Schedule

1st Semester

AHS 109 Intro to Body Structure & Functions (4 credit hrs) OR
BIO 130 Aspects of Human Biology (3 credit hr)OR
BIO 135 Basic Anatomy & Physiology with Lab (4 credit hrs)OR
BIO 137 Basic Anatomy and Physiology I (4 credit hrs) AND
BIO 139 Basic Anatomy and Physiology II (4 credit hrs)

AHS 115 Medical Terminology (3 credit hours) OR
CLA 131 Medical Terminology from Greek/Latin (3 credit hours) OR
OST 103 Medical Office Terminology (3 credit hrs)

CPU 150 Computer Fundamentals (3 credit hours)

MBS 100 Introduction to Health Care Field (2 credit hrs)

2nd Semester

MBS 110 Medical Insurance & Claims Processing (6 credit hrs)

MBS 120 Coding for Reimbursement (8 credit hrs) OR
OST 204 Medical Coding (3 credit hrs) AND
OST 205 Advanced Medical Coding (3 credit hrs)

MBS 199 Internship (3 credit hrs) (Optional)

(Highlighted courses are those offered at the Technical Campus)