MEDICAL CODING SPECIALIST

PROGRAM HANDBOOK

FORWARD

The Medical Coding Specialist Program (MCSP) Handbook provides students with a description of the program – its framework, program goals and description, program outcomes, and policies.

The policies provided in this handbook are in effect throughout the program and supplement the policies and procedures published on the Madison College website. Please retain this handbook for reference until completion of the Medical Coding Specialist Program.

Developed: May 2011
Latest Revision: April 2024

PROGRAM GOAL AND DESCRIPTION

The Medical Coding Specialist Program (MCSP) prepares individuals for employment as entry-level coding specialists in health care facilities such as hospitals, clinics, physician practice groups, surgery centers, long-term care facilities, and home health care agencies. Coding specialists are also employed in consulting firms, coding and billing services, insurance companies, governmental agencies, and computer software companies.

The medical coding specialist reviews medical documentation provided by the physicians and other health care providers and translates this into numeric codes. The coding specialist assigns and sequences diagnostic and procedural codes using universally recognized coding systems. Several uses of coded data are for payment of health care claims, statistics, and medical research.

PROGRAM OUTCOMES

Upon completion of the program, the student will have the knowledge, skills, and professional behavior to enter the medical coding profession. The specific program outcomes are:

Collect health data.
Apply coding and reimbursement systems.
Model professional behaviors and ethics.
Use electronic applications to support coding and data collection.

MEDICAL CODING SPECIALIST PROGRAM (MCSP) FACULTY AND STAFF

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PROGRAM INFORMATION AND POLICIES

The following program information and policies are arranged by subject in alphabetical order. The appendices are at the back of the Handbook.

ACADEMIC ADVISING

Academic advising is available to all students from the Academic Advisors and from the Medical Coding Specialist Program faculty. Academic advising will promote success in the program by making sure students are placed in the correct courses needed for graduation. The Degree Progress Report (Academic Advising Report) is available online in the student's "myMadisonCollege Portal." Advising will also help students schedule course loads that are appropriate for their lifestyle; in other words, advisors will help students look at their school, work, and family responsibilities and the time needed for each.

Learn more about the "myMadisonCollege Portal:
https://students.madisoncollege.edu/resources/academics/technology/tools/portal

Contact Advising Services to make an appointment with an Academic Advisor:
https://students.madisoncollege.edu/resources/academics/advising

ACADEMIC INTEGRITY

Academic integrity is expected in all Madison College classes and professional development experiences and seminars. Cheating, plagiarism, falsifying work, and other forms of academic dishonesty are prohibited. (Plagiarism is defined as passing of another person's work as your own.) Students are obligated to conduct academic work with honesty and integrity according to Madison College standards. Students who fail to observe these standards are subject to disciplinary action which may include dismissal from the Medical Coding Specialist Program.

For more information, please refer to the Madison College website at:
https://students.madisoncollege.edu/policies/academic-integrity

ATTENDANCE

Core program classes in the MCSP are offered in the online format; attendance is not taken and recorded. Students are expected to participate and meet the deadlines as posted by the instructor.

CELL PHONES

Cell phones must be silenced during professional development experiences and seminars.

CERTIFICATION

There are several certification exams that can be taken to earn national coding credentials. The Certified Coding Associate (CCA) exam demonstrates entry-level skills. The other certification exams demonstrate mastery level (experienced) skills. Many employers require certification. Certification may result in a salary increase and/or promotion. The common certification exams are as follows; AAPC also offers specialty exams:

American Academy of Professional Coders (AAPC)

- Certified Professional Coder (CPC)
- Certified Outpatient Coder (COC)
- Certified Inpatient Coder (CIC)

American Health Information Management Association (AHIMA)

- Certified Coding Associate (CCA)
- Certified Coding Specialist (CCS)
- Certified Coding Specialist – Physician-Based (CCS-P)

COMPUTER APPLICATIONS AND ELECTRONIC HEALTH RECORD

Blackboard is the course management system used by Madison College to supplement face/face courses and to deliver online courses. Blackboard is accessed via the Internet.

During the core program courses, students will use an electronic health record called EHR Go and coding/reimbursement software in the AHIMA Virtual Lab. Access codes for these software products will be purchased by the College and distributed to the students.

A Technology Access Program allows students to request equipment (laptops, hotspots, etc.) to be loaned, free of charge, to registered students.

Madison College Student Technology Help Desk is available to assist students with technical issues (computer, Blackboard, email, etc.). Technology related issues are not an excuse for being late with or missing assignments, quizzes, exams, etc. Occasionally technical problems occur with Blackboard and Internet connections. If problems occur while a student is taking a quiz/exam and the Blackboard connection is disrupted, the student may request the instructor to reset the quiz/exam to continue. If this occurs on a consistent basis (multiple times), the student will be asked to come to the Madison College campus (main campus or regional satellites) to take the quizzes/exams.

For more information, please refer to the Madison College website at:
https://students.madisoncollege.edu/resources/academics/technology#accordion-item-1

CONFIDENTIALITY AND PRIVACY OF HEALTH INFORMATION

The Medical Coding Specialist Program at Madison College uses de-identified health records. Although the records have been de-identified, the students and faculty have the legal and ethical responsibility to safeguard the privacy of all patients and protect the confidentiality of their health information. Students must only access the patient confidential information for which they have a need to know in the context of their role as a student.

Students must adhere to the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Violation of patient privacy and confidentiality may result in corrective action up to and including withdrawal from the Medical Coding Specialist Program.

COURSE PREREQUISITES OR CO-REQUISITES

Knowledge gained in certain courses in the program is a prerequisite or co-requisite for subsequent courses. Prerequisite refers to a course(s) that must have been successfully completed prior to the current course. Co-requisite means that a course(s) can be taken concurrently with the current course. **Prerequisites must have been taken within the past five years.** Please see Appendix A for a listing of the courses and prerequisite/co-requisites.

CREDIT FOR PRIOR LEARNING – TRANSFER OF CREDIT

Courses taken at Madison College or at another college or university may fulfill some of the requirements for the Medical Coding Specialist Program. To have these courses considered for advance standing, you must have official transcripts sent to Madison College Enrollment Center. If you do not see anticipated transfer credit populated into your student record, you must complete the Transfer Credit Evaluation Request Form and submit the course syllabus for the desired course(s).

The Transfer Credits staff will review the transcript and course syllabus to grant credit if appropriate; transcript must document a grade of "C" or better. **Credit will only be granted for courses if they are less than five years old at the time your application is processed.**

Credit for the coding courses (ICD Diagnosis Coding, ICD Procedure Coding, CPT Coding, Intermediate Coding, and Advanced CPT Coding) **cannot** be transferred from another program, college, or university. The coding courses must be taken at Madison College or credit must be obtained by successfully passing a challenge exam (test-out).

As documented in the credit for prior learning policies and procedures on the Madison College website, credits from prior learning (transfer or otherwise) may account for up to 75 percent of requirements toward a degree.

For more information, please refer to the Madison College website at:
https://students.madisoncollege.edu/resources/academics/credit-prior-learning/adult

CREDIT FOR PRIOR LEARNING – PRIOR LEARNING ASSESSMENT
(Challenge Exams and Portfolios)

Students may obtain credit for a specific course by successfully completing the challenge exam or a portfolio. The process must be done prior to the beginning of the course and cannot be done if the student has withdrawn from or failed the course previously. The approximate cost is $50 per challenge exam and $90 for portfolio review.

A challenge exam is available for Windows. If you have questions about the Windows challenge exam, please contact Chris Yero at cyero@madisoncollege.edu

Challenge exams are available for Body Structure & Function and Medical Terminology. A portfolio can be completed for Digital Literacy for Healthcare. If you have questions about these, please contact Amy Lemkuil, Foundations of Health Program Director, at alemkuil@madisoncollege.edu

Please contact Rhonda Voelz, Medical Coding Specialist Program Director, regarding challenge exams for the core program courses in the MCSP. Contact Info: rvoelz@madisoncollege.edu

Students may obtain credit for Certification and Professional Development (10-530-188) by showing proof of current coding certification from either the American Health Information Management Association (CCA, CCS, CCS-P) or the American Academy of Professional Coders (CPC, COC, CIC).

As documented in the credit for prior learning policies and procedures on the Madison College website, credits from prior learning (transfer or otherwise) may account for up to 75 percent of requirements toward a degree.

For more information, please refer to the Madison College website at:
https://students.madisoncollege.edu/resources/academics/credit-prior-learning/assessments

CURRICULUM

Please see Appendix B for the Medical Coding Specialist Program curriculum.

DELIVERY/INSTRUCTIONAL FORMAT

The core program courses are offered in the online format. Blackboard is the learning management system used to deliver the online courses. Students need basic computer and keyboarding skills to be successful.

Please prepare for online classes by reviewing some online learning tips on the Madison College website at: https://students.madisoncollege.edu/resources/academics/online-learning-tips

The course delivery format is subject to change due to pandemics, natural disasters, or instructor availability.

DISABILITY RESOURCE SERVICES (DRS)

Madison College welcomes students with disabilities into the College's educational programs. Every Madison College campus has Disability Resource Services available for students with disabilities and accommodations for disability-related barriers.

To receive consideration for reasonable accommodations for your disability, you must contact the Disability Resource Services office at the campus where you are officially enrolled. If approved for accommodations, Disability Resource Services will provide you with an accommodation plan. The student should share the accommodation plan with each instructor and discuss the accommodations needed. This should be done before or at the start of each semester so there is ample time to make the accommodations.

For more information, please refer to the Madison College website at:
https://students.madisoncollege.edu/resources/disability/accommodations

EMAIL – OFFICIAL COMMUNICATION

The official means of communication with students is via the student's Madison College Outlook email account. Please check your Madison College email on a regular basis for important information. When communicating with instructors and other Madison College staff, please use your Madison College email instead of your personal email.

Learn more at: https://students.madisoncollege.edu/resources/academics/technology#accordion-item-1

ENGLISH LANGUAGE LEARNERS (ENGLISH AS A SECOND LANGUAGE)

Students in the Medical Coding Specialist Program need to have proficient skill in using English in oral and written communication. Mastery of the English language is also necessary for comprehension of written materials including the textbooks. The medical language (medical terminology) seems like a second language in the MCSP and students who do not have a solid foundation in English may find it difficult to use two new languages (English and medical) at the same time.

ESSENTIAL FUNCTIONS

Please see Appendix C for the Essential Functions of the Medical Coding Specialist.

FAILURE OR WITHDRAWAL FROM A COURSE

Students must receive a "C" (76%) or better in all courses in the Medical Coding Specialist Program (MCSP). If a student receives less than a "C", they must repeat the course. If a student formally withdraws (drops) a course(s), they must register to take the course again. The need to repeat a course(s) may interrupt the normal sequence/flow of the curriculum; the student should work with the Program Director to create an academic plan for the upcoming semester(s). Effort will be made to allow space for the student to repeat the core program course in the upcoming semester. If the course is not offered in the upcoming semester or space is not available, the student may need to sit

out a semester without taking any program courses. If this happens, or if the student chooses to sit out a semester, the student should watch their myMadisonCollege message center for a discontinuation notice and form. The student needs to complete and submit the form to avoid discontinuation from the MCSP. If the student is discontinued, they will need to reapply to the MCSP and repetition to gain access to core program courses.

If a student has failed/withdrawn from a core program course twice and would like to register for the course for the third time, he/she must meet with the MCSP Program Director to develop an academic plan and discuss tools for success.

If a student has **failed/withdrawn from a core program course three times**, even if this did not occur in consecutive semesters, he/she will be removed from the program.

FINAL EXAMINATIONS – PROCTORED

Some of the pre-program (pre-petition) courses in the Medical Coding Specialist Program may have proctored final examinations. Even if the course is taken online, there may be a proctored final examination that the student needs to take in person on campus. Please refer to the course syllabus for each course at the beginning of the semester to learn about final examination requirements and discuss with the instructor if necessary.

FINANCIAL AID AND SCHOLARSHIPS

Financial aid (grants and loans) and scholarship are good funding sources to help pay for college. Most courses in the Medical Coding Specialist Program are fully eligible for financial aid, but a few courses are just partially eligible. Financial aid requirements and processes can be confusing but there are financial aid advisors ready to guide and support you.

For more information, please refer to the Madison College website at:
https://students.madisoncollege.edu/pay-for-college/financial-aid

GAINFUL EMPLOYMENT

Students have a right to know about gainful employment after graduation. Madison College is required by regulations to tell students about programs eligible for financial aid and their outcomes. Gainful employment reports inform students of the program costs, financing, and graduate success. This data may help you choose a program based on career and income potential and avoid unnecessary debt.

For more information, please refer to the Madison College website at:
https://madisoncollege.edu/about/public-information/data-reports#accordion-item-2

Employment data for the graduates of the Medical Coding Specialist Program can be found on the program webpage under the Career Outcomes tab at:
https://students.madisoncollege.edu/academics/programs/medical-coding-specialist#career

GRADING

Students must receive a "C" (76%) or better in all the courses in the Medical Coding Specialist Program. The following grading scale is used:

Grade	Percentage
A	94-100%
AB	90-93%
B	86-89%
BC	81-85%
C	76-80%
D	70-75%
F	69% and below

Please refer to individual course syllabi and/or Blackboard sites for specific details on grading policies including make-up work, credit for late work, participation in group activities, etc.

MADISON COLLEGE WEBSITE

The Madison College website provides a wealth of information at your fingertips! The Madison College website includes information regarding counseling and disability resource services; financial aid; registration and records (withdrawals, refunds, grading, etc.) and general school information. Special attention should be given to the information about student rights and responsibilities (code of conduct, grade disputes, appeals process, etc.) The website also contains information about each program of study and the course descriptions.

Students must activate their **"myMadisonCollege"** portal. From "myMadisonCollege", students can do such things as access grades and transcripts, register for and withdraw from classes, check their class schedule, make account payments, change their address and phone information, schedule appointments, and run their degree progress (academic progress) report. The date when students may begin registering for classes for the next session/semester is posted in each student's "myMadisonCollege" portal.

Learn more at: https://students.madisoncollege.edu/resources/academics/technology/tools/portal

ORIENTATION TO THE PROGRAM

Students are required to complete a short online Medical Coding Orientation/Petition Workshop course once their application has been processed. Completion is required for students to petition to begin core program courses. Students will be notified and provided instructions to begin the online orientation course after their application has been processed.

Students will be required to complete a time commitment survey and a short quiz in the online orientation course. This is verification that the student has completed the orientation and has received the necessary program information. The following is the last question in the quiz; this serves as

verification that the policies and procedures have been reviewed:

I have received an electronic copy of and read the Medical Coding Specialist Program (MCSP) Handbook. I have retained a copy, either electronically or in paper, for future reference. I understand additional policies and procedures are contained on the Madison College website and in individual course syllabi and Blackboard sites.

I understand failure to abide by the Madison College and MCSP policies and procedures may result in disciplinary action including dismissal from the MCSP.

PRE-PETITION STATUS AND PETITION PROCESS

After the initial application is processed, students are placed in the pre-petition status. During this time, students will need to:

- Complete the program's prerequisite requirements for Algebra, English, and Reading
- Complete the pre-petition course requirements (Windows, Digital Literacy for Healthcare, Body Structure & Function, and Medical Terminology). **Please note these courses have a five-year time limit.**
- Complete the online Medical Coding Orientation/Petition Workshop course in Blackboard

Please refer to the detailed instructions at:
https://students.madisoncollege.edu/resources/academics/advising/petition

The petition process is the method that students follow to tell Madison College when they are ready and prepared to begin the core program courses (Clusters 1-3). Of the students who petition, twenty (20) will be selected to begin Cluster 1 core program courses **each Fall semester.** Priority for entry into core program courses will be given to those students who have all requirements completed at the time of petitioning. If all spots are not filled by students who have all the petition requirements completed, the remaining petitions will be reviewed, and any open spots will be tentatively awarded to qualified petitioners who are in-progress with the remaining requirements. The tentatively awarded spots will become permanent only after the student successfully completes the remaining in-progress requirements.

If more than 20 students successfully petition, the extras will be awarded alternate spots. If someone declines or cancels, the next in line on the alternate list will be awarded a spot and notified via their Madison College email.

Anyone who is awarded a spot but declines/cancels or fails to register for courses in the upcoming semester will need to re-petition if still interested in taking core program courses.

Students can monitor their petition requirement completion through their degree progress (academic progress) report. Students can contact Anna Phelan, Academic Advisor, at aphelan1@madisoncollege.edu or advising@madisoncollege.edu or call 608-246-6076 to schedule an appointment if there are any questions.

SCHEDULE – COURSE LOAD

Please see Appendix B for the schedule for the Medical Coding Specialist Program curriculum. The MCSP is a one-year program that is offered on a part-time basis only and spread out over a two-year period. Students are required to take the core program courses cluster by cluster (Cluster 1 before Cluster 2; Cluster 2 before Cluster 3). **The courses for each cluster should be taken together in the same semester.**

Ideally, it is best if students do not extend the program longer than a two-year period. Coding and reimbursement systems change annually with implementation of new codes, new guidelines, and new reimbursement regulations. If the program courses are spread out over too much time, it is possible the student will not retain all the information, or the information will have changed, by the time of graduation. This could have negative consequences when taking a national coding certification exam and applying for employment in the coding field.

Exceptions to this policy are made on a student-by-student basis. Please contact the Program Director to discuss the need for an exception.

SYLLABUS

A course syllabus is prepared for each course in the program. The following information is commonly found in the course syllabus: course number, title and description, credits, course competencies, required textbooks, instructor information, and a course timeline. The syllabus also includes course policies related to academic accommodations, attendance, and grading. It is the student's responsibility to read and understand the course syllabus for each course. The course syllabus is posted on the Blackboard site for each course. Students are strongly encouraged to retain a digital copy of the syllabus for each course as this may be required for further education in the health information management profession.

TIME COMMITMENT

Success in the Medical Coding Specialist Program (MCSP) requires a major time commitment – going to college is almost like a full-time job. A general rule of thumb is that students should expect to devote a minimum of 3 hours per week for each course credit. For example, a 3-credit course requires a minimum of 9 hours of time per week. Of course, there are many variables that affect the time commitment needed for success in each course. Some of these include the student's prior educational and work experience, study habits, learning style, ability to process and retain information and ability to study in a quiet, uninterrupted manner.

Please refer to Appendix E for the time commitment required for the courses/clusters in the MCSP.

WITHDRAWL OR FAILURE FROM A COURSE

Students must receive a "C" (76%) or better in all courses in the Medical Coding Specialist Program (MCSP). If a student receives less than a "C", they must repeat the course. If a student formally withdraws (drops) a course(s), they must register to take the course again. The need to repeat a course(s) may interrupt the normal sequence/flow of the curriculum; student should work with the Program Director to create an academic plan for the upcoming semester(s). Effort will be made to

allow space for the student to repeat the core program course in the upcoming semester. If the course is not offered in the upcoming semester or space is not available, the student may need to sit out a semester without taking any program courses. If this happens, the student should watch their myMadisonCollege message center for a discontinuation notice and form. The student needs to complete and submit the form to avoid discontinuation from the MCSP and to be able to take the needed course(s) the next time it is offered. If the student is discontinued, they will need to reapply to the MCSP and repetition to gain access to core program courses.

If a student has failed/withdrawn from a core program course twice and would like to register for the course for the third time, he/she must meet with the MCSP Program Director to develop an academic plan and discuss tools for success.

If a student has **failed/withdrawn from a core program course three times**, even if this did not occur in consecutive semesters, he/she will be removed from the program.

APPENDIX A – COURSE PREREQUISITES OR CO-REQUISITES

Knowledge gained in certain courses in the program is a prerequisite or co-requisite for subsequent courses. Prerequisite refers to a course(s) that must have been successfully completed prior to the current course. **Prerequisites must have been taken within the past five years.** Co-requisite means that a course(s) can be taken concurrently with the current course.

Red – Pre-Program (Pre-Petition) Courses
Green – Cluster 1 Core Program Courses
Blue – Cluster 2 Core Program Courses
Orange – Cluster 3 Core Program Courses

Course	Prerequisite	Co-requisite
10-103-121 – Windows	None	None
10-501-107 – Digital Literacy for Healthcare	None	None
10-501-153 - Body Structure & Function	None	None
10-501-101 - Medical Terminology	None	None
10-530-162 – Foundations of HIM	Pre-Program Courses	Other Cluster 1 Courses
10-530-182 – Human Diseases for the Health Professions	Pre-Program Courses	Other Cluster 1 Courses
10-530-197 – ICD Diagnosis Coding	Pre-Program Courses	Other Cluster 1 Courses
10-530-199 – ICD Procedure Coding	Cluster 1 Courses	Other Cluster 2 Courses
10-530-184 – CPT Coding	Cluster 1 Courses	Other Cluster 2 Courses
10-530-159 – Healthcare Revenue Management	Cluster 1 Courses	Other Cluster 2 Courses
10-530-189 – Management of Coding Services	Cluster 1 Courses	Other Cluster 2 Courses
10-530-165 – Intermediate Coding	Cluster 2 Courses	Other Cluster 3 Courses
10-530-187 – Advanced CPT Coding	Cluster 2 Courses	Other Cluster 3 Courses
10-530-188 – Certification & Professional Development	Cluster 2 Courses	Other Cluster 3 Courses

APPENDIX B - MEDICAL CODING SPECIALIST PROGRAM CURRICULUM
(Effective beginning Fall 2023)

The Medical Coding Specialist Program (31-530-2) is offered on a part-time basis only. Pre-program (pre-petition) courses must be successfully completed before the student begins the core program courses. Core program courses must be taken in clusters as listed below.

Pre-Program (Pre-Petition) Courses – Students are required to take these courses before they begin the core program courses. These courses are usually offered in various formats such as in-person, hybrid (blended), or online.		
Courses	**Credits**	**Configuration of Credits into Lecture – Lab Components**
10-501-153 Body Structure and Function*	3	3-0
10-501-101 Medical Terminology	3	3-0
10-103-121 Windows	1	0.25-0.75
10-501-107 Digital Literacy for Healthcare	2	1-1

*General Anatomy & Physiology (10-806-177) is recommended for those who plan to pursue an associate degree and/or a bachelor's degree.

Core Program Courses – Students are required to take these courses cluster by cluster (Cluster 1 before Cluster 2; Cluster 2 before Cluster 3). The courses for each cluster must be taken together in the same semester. These courses are offered in the online format.		
Cluster 1 Courses	**Credits**	**Breakdown of Credits for Lecture-Lab Per Week**
10-530-162 Foundations of HIM	3	1-2
10-530-182 Human Diseases for the Health Professions	3	1-2
10-530-197 ICD Diagnosis Coding	3	1-2
Cluster 2 Courses	**Credits**	**Breakdown of Credits for Lecture-Lab Per Week**
10-530-199 ICD Procedure Coding	2	0.5-1.5
10-530-184 CPT Coding	3	1-2
10-530-159 Healthcare Revenue Management	3	1-2
10-530-189 Management of Coding Services	1	0.5-0.5
Cluster 3 Courses	**Credits**	**Breakdown of Credits for Lecture-Lab Per Week**
10-530-165 Intermediate Coding	3	1-2
10-530-187 Advanced CPT Coding	3	1-2
10-530-188 Certification and Professional Development	2	0.5-1.5
Total Credits	35	

APPENDIX C - ESSENTIAL FUNCTIONS OF THE MEDICAL CODING SPECIALIST

During the Medical Coding Specialist Program, students must demonstrate, with or without reasonable accommodations to policies and practices, the ability to perform the functions listed below safely, reliably, and efficiently.

ISSUE	STANDARD	EXAMPLES
Critical Thinking	Critical thinking ability sufficient for clinical judgment and professional behavior.	• Identify cause-effect relationship in clinical setting. • Correlate theory to practice. • Abstract information from patient records for coding, research studies, and quality improvement projects. • Apply coding guidelines and conventions including proper sequencing of codes. • Correlate and review DRG, APC & RBRVS payment methodology to coded data. • Review and correct denied claims. • Appropriately use and apply authoritative resources.
Reading	Ability to read and understand written documentation.	• Adequately read paper and electronic health records. • Read publications, paper and digital, such as federal/state regulations, Medicare policies, and professional journals.
Emotional Endurance	Ability to work in a high stress and rapidly changing environment with multiple deadlines while maintaining emotional control and flexibility.	• Calmly react to urgent situations. • Focus attention on task at hand. • Adapt to changing environment. • Accept feedback appropriately. • Accept responsibility of own actions.
Interpersonal Skills	Interpersonal abilities sufficient to interact with peers, coworkers, physicians, third party payers, and other groups from a variety of social, emotional, cultural, and intellectual backgrounds.	• Establish good rapport with classmates, instructors, and healthcare professionals. • Be sensitive to needs of others. • Work together to reach a common goal (team player). • Effectively de-escalate a situation.
Communication	Ability to communicate and interact with others.	• Communicate in English. • Follow written and oral directions. • Listen for content, emotional meaning and direction. • Communicate a thought, idea, or fact in spoken and/or written form in a clear, concise and objective manner. • Compose written physician queries regarding documentation following official coding guidelines. • Participate in departmental and institutional meetings. • Use the telephone.
Ethics	Ability to act in a professional manner.	• Maintain patient confidentiality. • Maintain security of health information. • Demonstrate academic integrity. • Abide by the Code of Ethics of professional health information management/coding organizations.
Motor Skills	Manual dexterity and physical agility necessary to perform duties while meeting productivity standards.	• Keyboarding. • Locate information in medical record documentation (paper and electronic formats). • Assign patient classification systems such as ICD-10-CM, ICD-10-PCS and CPT using code books or computer applications. • Assign DRGs, APCs and RBRVS payment methodology to patient cases using computer applications. • Carry items such as medical records, code books, and computer laptops/tablets • Sit at the computer for extended periods of time to perform the coding function.

Developed by the Medical Coding Specialist Program Advisory Committee, MATC, 6/96. Revised 9/09, 05/17.

APPENDIX D - MEDICAL CODING SPECIALIST PROGRAM SCHEDULES

MEDICAL CODING SPECIALIST PROGRAM SCHEDULE – By Cluster

Note: Schedules are Subject to Change

Medical Coding Specialist Program Schedule Classes are offered in the online format with a weekly module structure. This table shows the module start/end dates for the various classes.		
Cluster	**Course**	**Module Start/End**
1	Foundations of HIM	Fri – Thurs
1	Human Diseases	Sun – Sat
1	ICD Diagnosis Coding	Mon – Sun
2	ICD Procedure Coding	Fri – Thurs
2	CPT Coding	Fri – Thurs
2	Healthcare Revenue Management	Tues – Mon
2	Management of Coding Services	Wed – Tues
3	Intermediate Coding	Sat – Fri
3	Advanced CPT Coding	Thurs – Wed
3	Certification & Professional Development	Mon – Sun

APPENDIX E - TIME COMMITMENT FOR THE MEDICAL CODING SPECIALIST PROGRAM

Success in the Medical Coding Specialist Program requires a major time commitment. A general rule of thumb is that students should expect to devote a minimum of 3 hours per week for each course credit. For example, a 3-credit course requires a minimum of 9 hours of time per week.

Of course, there are many variables that affect the time commitment needed for success in each course. Some of these include the student's prior educational and work experience, study habits, learning style, ability to process and retain information and ability to study in a quiet, uninterrupted manner.

The following table shows the **minimum number of hours** of time that should be devoted to each course in the Medical Coding Specialist Program; the time commitment is the same regardless of the course delivery format.

Students are advised to look at their lifestyles and determine how they will find time to devote to school. The following "Time Tool" will help students determine how much time they have available for school. It will help them identify areas that may have to "give" during the school year or areas that family and friends can help with to ease the load. It is recommended that students limit their work schedules to 20-30 hours per week.

TIME TOOL Write down number of hours per week devoted to the following responsibilities and activities.	
Responsibilities and Activities	**Number of Hours/Week**
Work, including commute time.	
Family responsibilities (children's care and activities, cleaning, cooking, shopping, etc.)	
Extracurricular activities you plan to continue while in school (exercise, church activities, hobbies, clubs, sports, watching TV, etc.)	
Activities of Daily Living (eating, sleeping, personal hygiene, etc)	
School – see table for minimum number of hours per course and per cluster	
Total	(There are only 168 hours per week!)

TIME COMMITMENT FOR THE MEDICAL CODING SPECIALIST PROGRAM			
Course	**Credits**	**Minimum Hours Per Week**	**Number of Hours Per Week Per Cluster**
10-501-153 Body Structure and Function	3	9	**Pre-Program Courses** 32 hours per week
10-501-101 Medical Terminology	3	9	
10-103-121 Windows	1	5	
10-501-107 Digital Literacy for Healthcare	2	9	
10-530-162 Foundations of HIM	3	12	**Cluster 1** 33 hours per week
10-530-182 Human Diseases for the Health Professions	3	9	
10-530-197 ICD Diagnosis Coding	3	12	
10-530-199 ICD Procedure Coding	2	9	**Cluster 2** 36 hours per week
10-530-184 CPT Coding	3	12	
10-530-159 Healthcare Revenue Management	3	12	
10-530-189 Management of Coding Services	1	3	
10-530-165 Intermediate Coding	3	12	**Cluster 3** 33 hours per week
10-530-187 Advanced CPT Coding	3	12	
10-530-188 Certification and Professional Development	2	9	