

Degree Description

The Coding Specialist certificate prepares students to work as health information coding specialists in hospitals, health agencies, medical clinics and other health care settings that submit billing for reimbursement. Job opportunities are plentiful for coding specialists, who may also apply these courses to McLennan's two-year Health Information Technology A.A.S. degree.

The certificate program is an open-enrollment program offered through the Health Information Technology program.

Upon completion of the program, the student will receive a Certificate of Completion.

Graduates may sit for the national qualifying examination for certification as a Certified Coding Associate (CCA).

A grade of C or better in all certificate courses or an overall GPA of 2.0 is required to progress through the program. The clinical course may require students to travel within a 200-mile radius of Waco.

NOTE: This certificate is available completely online and includes a required clinical/practicum experience. Ask your advisor or visit www.mclennan.edu/online for more details.

Marketable Skills

1. Evaluate the revenue cycle management processes.
2. Determine accuracy of computer assisted coding assignment and recommend corrective action.
3. Develop appropriate physician queries to resolve data and coding discrepancies.

Semester I	Hours
BIOL 2404 Anatomy & Physiology (specialized)	4 hours
HITT 1205 Medical Terminology I	2 hours
	6 hours

Semester II	Hours
HITT 1301 Health Data Content & Structure	3 hours
HITT 1441 Coding and Classification Systems	4 hours
HITT 1311 Health Information Systems	3 hours
BCIS 1305 Business Computer Applications	3 hours
	13 hours

Semester III	Hours
HITT 1345 Health Care Delivery System	3 hours
HITT 2335 Coding & Reimbursement Methodologies	3 hours
HITT 1213 Insurance Coding	2 hours
HITT 2471 Pathophysiology & Pharmacology	4 hours
HITT 1167 Health Information Practicum	1 hours
	13 hours

Total hours: 32 hours

Course Descriptions

BIOL 2404 Anatomy & Physiology (specialized)

Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized. Semester Hours 4 (3 lec/3 lab)

HITT 1205 Medical Terminology I

Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties. Semester Hours 2 (2 lec)

HITT 1301 Health Data Content & Structure

Introduction to systems and processes for collecting, maintaining and disseminating primary and secondary health-related information, including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms and screens. Prerequisites: Admission to the Health Information Technology program or approval of the program director. Semester Hours 3 (2 lec/2 lab)

HITT 1441 Coding and Classification Systems

Fundamentals of coding rules, conventions, and guidelines using clinical classification systems. Corequisites: HITT 1205, HITT 1301, and BIOL 2401 or BIOL 2404. Semester Hours 4 (3 lec/3 lab)

HITT 1311 Health Information Systems

Introduction to health IT standards, health-related data structures, software applications and enterprise architecture in health care and public health. Semester Hours 3 (2 lec/3 lab)

BCIS 1305 Business Computer Applications

Introduces and develops foundational skills in applying essential and emerging business productivity information technology tools. The focus of this course is on business productivity software applications, including word processing, spreadsheets, databases, presentation graphics, data analytics, and business-oriented utilization of the internet. Required for students taking the Business Field of Study. Semester Hours 3 (2 lec/2 lab)

HITT 1345 Health Care Delivery System

Examination of delivery systems including organization, financing, accreditation, licensure, and regulatory agencies. Prerequisite: HITT 1301 with a grade of C or better. Semester Hours 3 (3 lec)

HITT 2335 Coding & Reimbursement Methodologies

Advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement. Prerequisite: HITT 1441 with a grade of C or better. Semester Hours 3 (2 lec/4 lab)

HITT 1213 Insurance Coding

An overview of skills and knowledge in ICD and CPT coding and claims forms for reimbursement of medical services. Semester Hours 2 (1 lec/2 lab)

HITT 2471 Pathophysiology & Pharmacology

Study of the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries. A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages. Prerequisite: BIOL 2401 Anatomy and Physiology I or BIOL 2404 Anatomy and Physiology or HITT 1205 Medical Terminology I or HPRS 1206 Medical Terminology or approval of Program Director. Semester hours 4 (3 lec/2 lab) \$20 Lab Fee

HITT 1167 Health Information Practicum

Practical, general workplace training supported by an individualized learning plan developed by the employer, college and student. Prerequisite: HITT 1441. Corequisite: HITT 2335. Semester Hours 1 (7 clinical hours/week)
