

## CAREER STUDIES CERTIFICATE (221-152-06)

**HIM: Health Records Coding**

**Purpose:** The medical coding profession is experiencing high demand as coding positions are increasing across the nation. This growing program is designed to provide the technical knowledge and practical experience needed for employment as a health records coding technician. These technicians analyze and interpret a patient's record to determine the proper standardized code that represents the patient's diagnosis and treatment which is used mainly for billing purposes. Coders are a very important part of the medical office team.

**Occupational Objectives:** Coding professionals have many employment opportunities which include diagnostic outpatient coding in a medical facility, positions in physicians' offices, and inpatient coding positions. Graduates of the program are eligible to take the national certifying examinations administered by the American Health Information Management Association of American Academy of Professional Coder.

**Admission Requirements:** Applicants must meet the general admission requirements for admission to the college.

**Program Requirements:** Students with no coding background should take HIM 195 Introduction to Coding before committing to this program.

**CURRICULUM AND OTHER REQUIREMENTS**

<b>GENERAL EDUCATION CORE COURSES</b>	<b>CREDITS</b>
PSY 120 ..... Human Relations .....	3
 <b>HEALTH RECORDS CODING AND RELATED COURSES</b>	
AST 101 ..... Keyboarding I .....	3
AST 243* ..... Office Administration I .....	3
HIM 226..... Legal Aspects of Health Records Documentation.....	2
HIM 253 <sup>1,*</sup> ..... Health Records Coding .....	4
HIM 254 <sup>2,4,*</sup> ..... Advanced Coding and Reimbursements .....	4
HIM 290 <sup>3</sup> ..... Coordinated Internship .....	3
HLT 143 ..... Medical Terminology I .....	3
HLT 144 <sup>1,*</sup> ..... Medical Terminology II .....	3
<b>Total Credits for Certificate .....</b>	<b>28</b>

<sup>1</sup> Prerequisite(s): HLT 143. Students with no coding background must take Introduction to Coding.

<sup>2</sup> Prerequisites: HLT 143, HLT 144, HIM 253.

<sup>3</sup> Must be taken in the final term of the program or with instructor's permission.

<sup>4</sup> Strongly recommended to sit for CPC exam after completing HIM 254.

\* This course has a prerequisite. Prerequisites for all courses are listed in the course description section at the back of the catalog.

**SUGGESTED SCHEDULE**

<b>FIRST YEAR</b>	<b>SPRING</b>
<b>FALL</b>	HLT 144
AST 101	HIM 253
AST 243	PSY 120
HLT 143	
 <b>SECOND YEAR</b>	 <b>SPRING</b>
<b>FALL</b>	HIM 290
HIM 226	
HIM 254	