

Career Studies Certificates: Hospital Facility Coding

AREA: Hospital Facility Coding

PURPOSE: To prepare individuals for full-time employment upon completion of the community college program. The program is beneficial for individuals seeking career advancement and the Certified Coding Specialist (CCS) national coding certification sponsored by American Health Information Management Association (AHIMA).

PROGRAM REQUIREMENTS: This program prepares the student for inpatient and ambulatory surgery coding positions and provides course preparation for the CCS national certification. Prior to non-clinical internships or student employment, satisfactory completion of criminal background search and drug screen may be required. Upon satisfactory completion of the program, the graduate will be awarded a Career Studies Certificate in Hospital Facility Coding.

ACCEPTANCE PREREQUISITE: Must have completed the Medical Billing/Coding One Year Certificate program* with CPC certification or CPC certification or CCA certification and proof of two years of coding experience.

ACCEPTANCE REQUIREMENTS: Requirements for admissions to the Hospital Facility Coding are specific and admission is selective and competitive. All admission requirements must be completed in order to be considered in the selection process. In all cases, the recommendation of the selection committee is the final determinant for admission to the Hospital Facility Coding program. Current information may be obtained from the Business and Technology Division.

1. Completion of LFCC application for admission.
2. Completion of LFCC placement tests in reading and writing skills (Reading prerequisite and ENG 111 eligibility required) and any recommended developmental course work.
3. Completion of the following:
 - Medical Billing/Coding One Year Certificate (graduate of the program)
 - Active CPC certification (AAPC) or CCA (AHIMA) certification
 - BIO 100 or BIO 141 and BIO 142 with a C grade or better
4. Completion of the required OPAC assessments (Keyboarding, Ten-Key Pad and Computer Competency). If OPAC scores are below required skill levels, students will be required to successfully complete AST 101 Keyboarding I with a minimum of C prior to selection consideration for the program.
5. Completion of application for admission to the Hospital Facility Coding career studies certificate program.

6. Documentation proof of two years' coding work experience, signed by supervisor.
7. Submission to the Admissions and Records Office official transcripts of all postsecondary courses attempted or completed.
8. Completion of criminal background search, fingerprinting and drug screen. Students are responsible for all costs of these requirements.
9. Documentation and proof of immunization record, signed by physician.
10. Upon acceptance to the program, additional fees will be required for membership to AHIMA (approximate \$170, subject to change) and CCS examination fee at completion of program (approximate \$300, subject to change)
11. Upon admission (Acceptance) to the program, applicant understands that class tuition payments and textbook purchases are due prior to the first day of class each semester. Financial aid is not available for this program

PROGRAM REQUIREMENTS:

Course#	Title	Credits
First Semester (Summer)		
HIM 260	Pharmacology for HIT ¹	2
	Total	2
Second Semester (Fall)		
HIM 115	Ambulatory Coding and Classification ²	3
	Total	3
Third Semester (Spring)		
HIM 265	Facility Based Medical Coding ³	3
HIM 290	Coordinated Internship ⁴ Or HIM 296 On-Site Training	1
	Total	4
	Program Total	9

¹Prerequisite: HIM 254

²Prerequisite: HIM 260

³Prerequisite: HIM 115

⁴Prerequisite: HIM 260 and HIM 115 and co-requisite HIM 265

Note: Internship opportunities and a national Certified Coding Specialist (CCS) certification exam may be available to certificate students/graduates.