# *Career Studies Certificate in 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).

**OCCUPATIONAL OBJECTIVES**: Hospital facility coding specialist, medical coding assistant, medical billing specialist or medical insurance coding specialist.

**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.

**CERTIFICATION:** Students enrolled in the program may apply for the AHIMA CCS exam (at the student's expense).

***ACCEPTANCE PREREQUISITE:** Must have completed coursework required in Medical Billing/Coding certificate program and/or hold an active CPC certification or CPC-H (AAPC) certification or CCA certification (AHIMA).

**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 (ENG 111 eligibility required) and any recommended developmental course work.
3. Completion (graduate) of the Medical Billing/Coding certificate program and/or hold an active CPC or CPC-H certification (AAPC) or CCA certification (AHIMA).
4. Completion of application for admissions to the Hospital Facility Coding career studies certificate program.
5. 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 for the program.
6. Completion of application for admission to the Hospital Facility Coding career students certificate program
7. Submission to the Admission and Records Office official transcripts of all postsecondary courses attempted or completed
8. Documentation and proof of two years' coding work experience, signed by supervisor
9. Upon acceptance to the program, membership to AHIMA (approximately $17, subject to change) and CCS examination fee at completion of program (approximately $300, subject to change).
10. 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.

| Course# | | Title | Credits |
|---|---|---|---|
| **First Semester (fall)** | | | |
| HIM | 141 | Fundamentals of Health Information Systems | 3 |
| HIM | 110 | Introduction to Human Pathology[1] | 3 |
| SDV | 101 | Orientation to Health Information Management | 1 |
| | | **Total** | **7** |
| **Second Semester (spring)** | | | |
| HIM | 250 | Health Data Classification Systems I: ICD Coding[1] | 4 |
| HIM | 130 | Health Information Systems[2] | 3 |
| | | **Total** | **7** |
| **Third Semester (summer)** | | | |
| HIM | 260 | Pharmacology for HIT[3] | 2 |
| HIM | 232 | Health Records Application II Advanced Coding[4] | 3 |
| | | **Total** | **5** |
| | | **Program Total** | **19** |

[1]Prerequisite: BIO 145 or BIO 141 and BIO 142
[2] Prerequisite: ITE 115 preferred
[3] Prerequisite: HIM 110
[4]Taken in final semester with instructor approval