Program Requirements Guide 2018 - 2019

Medical Coding DIPLOMA

Program Overview
Graduates of the Medical Coding Diploma program are proficient in coding diagnoses and procedures, abstracting medical data, meeting physician documentation needs, and other related duties. Coders work closely with billing personnel at healthcare facilities, and proficiency in billing and reimbursement procedures is included in the Medical Coding Diploma program. Courses taken to meet requirements for the Medical Coding Diploma also prepare a student to continue into the Health Information Technology AAS degree program.

Applicants should possess excellent communication skills, meticulous attention to detail, good spelling, finger dexterity, and extreme accuracy in their work. Candidates considering this field should be comfortable reading and analyzing data for long periods of time, abstracting information from patient health records, assisting billers and other reimbursement personnel, and using critical thinking skills.

Career Opportunities
Graduates of the Medical Coding Diploma program may work in a physician’s office, surgery center, specialty clinic, hospital, insurance company, government agency, research foundation, long-term care facility, dental office, consulting firm, rehabilitation center or other health care facility. Medical coding may be done at home through use of a secure Internet connection. Working from one’s home is generally for employees who have completed training in an office setting for a period of time.

According to the Bureau of Labor Statistics, the Job Outlook for Medical Record and Health Information Technology careers is projected to increase 15% between 2014 and 2024, which is much faster than average (www.bls.gov).

Program Outcomes
1. Graduates will possess the knowledge and skills for employment as a medical coding specialist.
2. Graduates will be proficient in the use of computer software applications to assist in assigning diagnoses and procedures.
3. Graduates will possess a knowledge of medical terminology, anatomy and physiology, patient confidentiality, ethical standards of coding, and electronic health record applications to perform in a healthcare environment.

Program Faculty
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Part-time/Full-time Options
This program can be completed by using a combination of day, evening, and Saturday courses. Part-time and full-time options are available.

Program Requirements
☐ Check off when completed
☐ All classes must be successfully completed with grade “C” or better.

Technical Requirements
☐ MEDS 1420 Health Information Foundations .................. 3
☐ MEDS 1470 Anatomy & Physiology/ Medical Office ........... 3
☐ MEDS 1480 Medical Terminology ............................... 3
☐ MEDS 1560 Computerized Health Information .................. 3
☐ MEDS 1562 Billing and Reimbursement ........................ 2
☐ MEDS 1570 Human Disease ..................................... 3
☐ MEDS 2430 Pharmacology for the Medical Office ............. 2
☐ MEDS 2434 Legal and Ethical Aspects of Health Information .. 2
☐ MEDS 2461 ICD-10-CM Coding ................................ 3
☐ MEDS 2462 ICD-10-PCS Coding ................................. 4
☐ MEDS 2470 CPT-4 Coding ..................................... 3
☐ MEDS 2480 Advanced Coding .................................. 3
☐ MEDS 2594 Medical Coding Capstone .......................... 3
Subtotal ................................................................. 37

General Education/MnTC Requirements
☐ Refer to the Minnesota Transfer Curriculum Course List for each Goal Area
☐ Goal 1: Communications ......................................... 3
☐ Goal 2: Mathematics ............................................. 3
☐ Goal 3: Science .................................................. 4
☐ Goal 4: Social Science ............................................ 3
☐ Goal 5: History/World Cultures .................................. 3
☐ Goal 6: Arts/History/World Cultures ......................... 3
☐ Goal 7: Writing .................................................. 3
☐ Goal 8: Oral Communication ................................. 3
☐ Goal 9: Integration ............................................... 3
☐ Goal 10: Research Skills ....................................... 3
☐ Goal 11: Information Literacy ................................ 3
☐ Goal 12: Critical Thinking Skills ............................. 3
☐ Goal 13: Ethical Reasoning .................................. 3
☐ Goal 14: Interpersonal Skills ................................ 3
☐ Goal 15: Professional Development ....................... 3
☐ Goal 16: Service Learning .................................. 3
☐ Goal 17: Community Engagement ....................... 3
☐ Goal 18: Civic Engagement ................................ 3
☐ Goal 19: Global Awareness ................................ 3
☐ Goal 20: Lifelong Learning ................................ 3
☐ Goal 21: Personal Development ............................ 3
☐ Goal 22: Vocational Development ......................... 3
☐ Goal 23: Career Development ............................... 3
☐ Goal 24: Professional Development ....................... 3
☐ Goal 25: Community Engagement ....................... 3
☐ Goal 26: Civic Engagement ................................ 3
☐ Goal 27: Global Awareness ................................ 3
☐ Goal 28: Lifelong Learning ................................ 3
☐ Goal 29: Personal Development ............................ 3
☐ Goal 30: Vocational Development ......................... 3

Program Start Dates
Fall, Spring, Summer-limited course offerings

Course Sequence
The following sequence is recommended; however, this sequence is not required.
Not all courses are offered each semester.

First Semester
MEDS 1420 Health Information Foundations .................. 3
MEDS 1470 Anatomy & Physiology/ Medical Office ........... 3
MEDS 1480 Medical Terminology ............................... 3
Goal 1: COMM 17XX ............................................. 3
Total Semester Credits ............................................. 12

Second Semester
MEDS 1562 Billing and Reimbursement ........................ 2
MEDS 1570 Human Disease ..................................... 3
MEDS 2461 ICD-10-CM Coding ................................ 3
MEDS 2462 ICD-10-PCS Coding ................................ 4
MEDS 2470 CPT-4 Coding ..................................... 3
Total Semester Credits ............................................. 15

Third Semester
MEDS 1560 Computerized Health Information .................. 3
MEDS 2430 Pharmacology for the Medical Office ............ 2
MEDS 2434 Legal Aspects of Health Information .................. 2
MEDS 2480 Advanced Coding .................................. 3
MEDS 2594 Medical Coding Capstone .......................... 3
Total Semester Credits ............................................. 13

Total Program Credits ............................................... 40

Minimum Program Entry Requirements
Students entering this program must meet the following minimum program entry requirements:

Reading: Score of 78+ or grade of “C” or better in READ 0722
Writing: Score of 78+ on Reading Comprehension or grade of “C” or better in ENGL 0922
Arithmetic: Score of 52+ or grade of “C” or better in MATH 0745
Keyboarding Skills: Minimum of 40 WPM with 3 errors or less or a grade of “C” or better in BTEC 1400.
Computer Skills: Basic computer skills such as word processing, spreadsheets, and Internet usage or a grade of “C” or better in BTEC 1418.

Assessment Results and Prerequisites:
Students admitted into Saint Paul College programs may need to complete additional courses based on assessment results and course prerequisite requirements. Certain MATH, READ, and ENGL courses have additional prerequisites.

Information is subject to change. This Program Requirements Guide is not a contract.

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