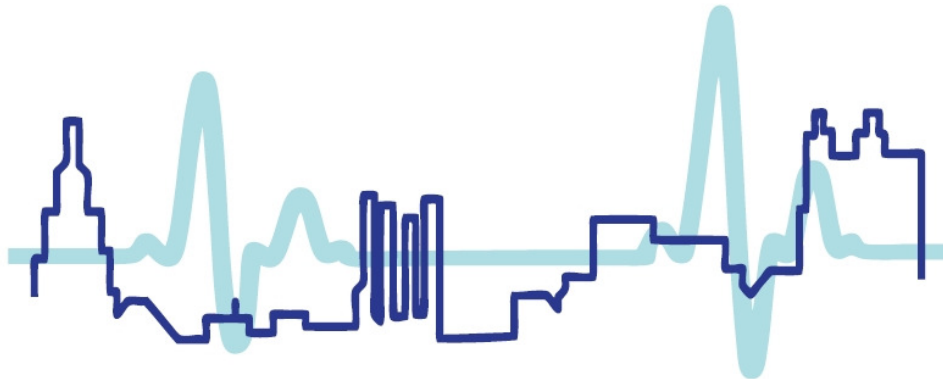


---

THE  
MCC - PENN VALLEY  
**HEALTH  
SCIENCE  
INSTITUTE**



Dear Prospective Student:

Thank you for your interest in the Coding Certificate Program. This Program is designed to provide you with the coding knowledge needed in today's healthcare environment. With the requirement and implementation for ICD-10-CM and ICD-10-PCS coding expected October of 2015, individuals wanting to become competent coders will need an education to enter into the coding profession.

Wherever there is health information, there is a need for the professional coder; acute care setting, ambulatory care, skilled nursing facility, home health, hospice, research, and provider's offices. Coders are asked to assist in decision-making, make ethical coding decisions in the workplace to prevent fraud and abuse, and maintain a commitment to coding integrity.

This packet contains all the information needed to apply for the Coding Certificate Program. This Program is part of the Health Information Management (HIM) Program curriculum and students accepted into the Coding Certificate Program must adhere to the College's and the HIM Program's policies, standards and code of ethics. If there are additional questions about the Coding Certification Program and/or HIM career, please do not hesitate to contact [patricia.elliott@mcckc.edu](mailto:patricia.elliott@mcckc.edu).

The required core coding courses are offered in a one semester format every fall in conjunction with the Health Information Management Program. Once students have completed required prerequisite courses it will only take two semesters to complete the coding certification. If a student chooses to continue their education in health information management through an Associate in Applied Science (AAS) degree in Health Information Management (HIM) some of the courses required for the coding certification will apply toward the AAS in HIM.

Good luck in your academic endeavors and thank you for your interest in this rewarding career.

Patricia Elliott, M.Ed., RHIT  
Health Information Management/Coding Certificate Program Coordinator

## **Program Statement**

Upon completion of this Program you will be eligible to sit for the AAPC's Certified Professional Coder (CPC) exam. With the implementation of ICD-10-CM and ICD-10-PCS coding system there is a strong need for qualified coders. This credential will prepare you to work in an outpatient setting in hospitals, office-based physician practices, nursing homes, home health agencies, mental health facilities, and public health agencies.

## **Program Outcomes**

1. Apply clinical classification and coding through the effective use of electronic applications and work processes.
2. Classify classification systems and nomenclatures and explain their purpose in healthcare facilities.
3. Apply diagnosis and procedure codes.
4. Analyze regulations and established guidelines in code assignment.
5. Evaluate coding accuracy through the use of clinical information found in the health record.
6. Resolve discrepancies between coded data and supporting documentation.
7. Apply appropriate ethical coding practices.

**Application deadline for the Fall start is March 1**

**Application deadline for the Spring start is September 1**

## Process for program application:

1. Formal acceptance to MCC (if you are not an MCC student you must complete the College application online at [www.mcckc.edu](http://www.mcckc.edu))
2. Complete the Program Application Form
3. Complete an essay that addresses why you are interested in beginning a career in health information management. The essay should be one page, single spaced with 11-12 point font.
4. Secure all college transcripts (unofficial copies of transcripts will be accepted) to include transcripts from MCC.

**If required coursework was completed at other academic institutions other than MCC then you will need to submit OFFICIAL transcripts to the:**

**MCC Student Data Center  
3200 Broadway  
Kansas City, MO 64111**

*The Student Data Center will determine course equivalencies and post them to the student's MCC transcript. Please note that the Program Coordinator does not make the final determination regarding accepted previous college course work. Please note that it may take a few weeks for transcripts to be requested, sent, and reviewed. Therefore it is imperative that the student does not delay in requesting transcripts for the Student Data Center review. The transcripts should be at the Student Data Center no later than February 15th so that the student meets the application deadline of March 1st.*

5. Submit the Program Application Form, completed essay and transcripts to the Coding Certificate Program by **March 1** for the Fall or **September 1** for the Spring. Applications received after the application deadline will only be reviewed and considered if open seats remain in the program.
6. Please note: if you are in the process of completing the prerequisites for the Program apply by the deadline and a provisional acceptance letter will be sent. Once the grades have been posted an official acceptance letter will be sent indicating that you have been accepted into the Program.

## Program Admission Requirements:

1. Must complete HIM 100 Medical Terminology and HLSC 108 Anatomy and Physiology for Health Professions, OR BIOL 109 OR BIOL 110 AND BIOL 210.
2. Science courses must have been taken within the last five years.

- Minimum cumulative GPA of 2.5.
3. Completed Program Application Packet received by **March 1** for the Fall or **September 1** for the Spring.

**Completed program application documents can be submitted one of three ways:**

1. Drop the completed packet off in the Allied Health Division located in the MCC-Penn Valley Health Science Institute, Suite 410
2. Mail the completed packet to:  
Patricia Elliott, M.Ed., RHIT, Program Coordinator  
MCC-Penn Valley Health Science Institute  
Health Information Management Program  
3444 Broadway, KCMO 64111
3. Scan and email all required and completed documents to [patricia.elliott@mccckc.edu](mailto:patricia.elliott@mccckc.edu)

*Students can expect to hear if they have been accepted into the program in April*

**Student Selection Process:**

1. Completed program application received by **March 1** for the Fall or **September 1** for the Spring.
2. Documented evidence of a grade of “C” or better in all prerequisite courses
3. Documented evidence of a cumulative GPA of 2.5 or greater
4. Essay completion

*Students interested in completing the program on a part-time basis will need to follow the steps listed above and if accepted into the program will work directly with the Program Coordinator to outline the appropriate course sequence required for the degree plan.*

Metropolitan Community College does not discriminate on the basis of race, color, national origin, sex, age or disability in admission or access to or treatment of employment in its programs and activities. MCC provides a range of services to allow persons with disabilities to participate in the educational programs and activities. If you desire support services for the application process or coursework, contact Disability Support Services (DDS) Coordinator at 816-604-4293.

**METROPOLITAN COMMUNITY COLLEGE – PENN VALLEY**  
**PROPOSED CODING CERTIFICATE PROGRAM**  
**COURSE SEQUENCE**

<b>Course</b>	<b>Course Title</b>	<b>Credit Hours</b>
<b>PREREQS</b>		
*HLSC 100	Introduction to Healthcare Careers <b>OR</b>	2.0
*COLL 100	First Year Seminar	1.0
HIM 100	Medical Terminology	3.0
HLSC 108	Anatomy and Physiology for Health Professions	4.0
	<b>Credits</b>	<b>8-9</b>
<b>FALL SEMESTER</b>		
BIOL 137	Introduction to Pathophysiology	4.0
HIM 202	Clinical Classification Systems – Diagnostic	4.0
HIM 107	Medical Billing	2.0
	<b>Credits</b>	<b>10</b>
<b>SPRING SEMESTER</b>		
HIM 207	Clinical Classification Systems – PCS	4.0
HIM 218	Ambulatory Care Coding – CPT	3.0
HIM 221	Coding Professional Practice	2.5
	<b>Credits</b>	<b>9.5</b>
<b>TOTAL CREDITS</b>		<b>27.5 -28.5</b>

\*HLSC 100 and COLL100 is only required is student has less than 12 college credits transferred in

## Coding Certificate Program Application

Date: \_\_\_\_\_ MCC Student ID Number: \_\_\_\_\_

(MS/MR)

\_\_\_\_\_  
 Last First Middle  
 Name(s) that appear on previous educational records if different from above

\_\_\_\_\_  
 Last First Middle

Mailing Address:

\_\_\_\_\_  
 Number Street Apt. #

\_\_\_\_\_  
 City State Zip Code

Phone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Work) \_\_\_\_\_

Email Address: \_\_\_\_\_

**NOTE:** All correspondence from the program will be sent to this email address

Emergency Contact:

\_\_\_\_\_  
 Please Print Name Relationship Phone Email

**EDUCATION:**

High School Name	City/State	Date of Graduation
<b>GED (if applicable)</b>		
College(s)	City State	Date of Attendance/Graduation

**WORK EXPERIENCE: (Last 6 years)**

Employer	Position	Dates

\_\_\_\_\_  
 Signature Date

Included with application form is essay and copy of unofficial transcripts