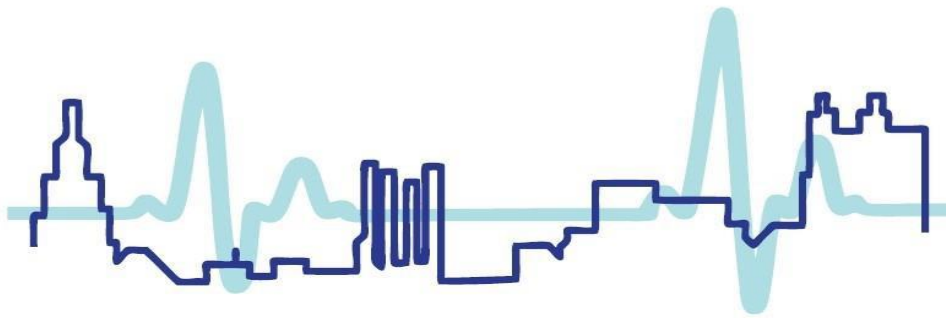

THE
MCC - PENN VALLEY
**HEALTH
SCIENCE
INSTITUTE**



**Coding Specialist Certificate
Program**

Dear Prospective Student:

Thank you for your interest in the Coding Specialist 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 Specialist Certificate Program. This Program is part of the Health Information Management (HIM) Program curriculum and students accepted into the Coding Specialist 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 Specialist Certificate Program and/or HIM career, please do not hesitate to contact patricia.elliott@mckc.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 Specialist Certificate. 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 Specialist Certificate 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 Specialist Certificate Program Coordinator

ACADEMIC COMPREHENSION

Current Placement Test Scores Requirement

All applicants **must** have taken the ACT, COMPASS or ACCUPLACER placement test within the **three years** of the application deadline. Based on scores, the applicant would need to take and pass the indicated courses before they would be eligible to apply to the program. The scores are as follows:

PLACEMENT TEST SCORES TABLE					
Subject	ACT	COMPASS	ACCUPLACER	ACCUPLACER (Next-Gen)	Required Class(es)
Math	1-16	*17-49	20-40	***200-240	Math 31
	17-21	*50-99	41-90	***241-300	Math 95
		*Pre-Algebra level	91	*** Quantitative Reasoning, Algebra & Stats (QAS) level	
	22-24	**66		****237	Math 120
		Algebra level		**Advance Algebra & Functions level (AAF) level	
Some programs require more math than others. Contact your academic advisor for further discussion					
Writing	17 or lower <i>must</i> take Accuplacer test	1-34	20-54	200-231	Engl 80
		35-69	55-85	232-245	Engl 90
	18-36	70	86	256	Engl 101
Reading	17 or lower <i>must</i> take Accuplacer test	19-52	20-45	213-229	Read 10
		53-71	46-72	230-247	Read 11
		72-84	73-84	248-255	Read 100
	*18-36	*85	*85	*256	*Not Required
* These scores mean you tested out of reading courses					
ESL PLACEMENT TEST SCORES TABLE					
Reading		Language		Listening	
COMPASS	ACCUPLACER	COMPASS	ACCUPLACER	COMPASS	ACCUPLACER
92	110	86	100	86	81
The COMPASS placement test discontinued at MCC in 2016, but those scores within the last three years are accepted					

Note:

- If you completed the required math, writing, and reading courses with at least a “C” letter grade, the courses do not need to be retaken even if you need to retake the ACCUPLACER test. Retaking Engl 101 or Math 120 to improve previous letter grade is acceptable
- If you are transferring to MCC, and completed Engl 101 and Math 120 with at least a “C” letter grade, you **only** need to take the reading section of the ACCUPLACER test if no previous scores on record.
- If you are a current or returning MCC student, and completed Engl 101 and Math 120 with at least a “C” letter grade, you **only** need to retake the reading section of the ACCUPLACER test if scores are over three years or no previous scores on record.
- If you have completed or tested out of ESL, you are expected to take and complete Read 100 with at least a “C” letter grade or scored 110 on the ESL reading section of ACCUPLACER test.

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.

Program Succession

In order for the student to continue on to the next schedule semester in the Program the student must achieve a 75% (C) in **each** HIM course. In order for the student to remain in the HIM Program, they must receive a C in **all** courses to include both HIM and general education courses.

The student will be given the opportunity to repeat courses but after three attempts to pass the course, if the student has not achieved a passing grade, they will be dropped from the Program.

Application Deadline For The Spring Start Is November 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.mccckc.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. A copy of your unofficial transcripts

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 August 15th for the application deadline of September 1st.

5. Submit the Program Application Form, completed essay and transcripts to the Coding Specialist Certificate Program by **November 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 once the final 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. If the student is not transferring in 12 or more college credits, they must also complete HLSC100 Introduction to Health Professions.
3. Science courses must have been taken within the last five years.
Minimum cumulative GPA of 2.5.
4. Completed Program Application Packet received by **November 1st** 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@mcckc.edu

Students can expect to hear if they have been accepted into the program in May for Fall start and December for Spring start.

Student Selection Process:

1. Completed program application received by **November 1st** 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
CODING SPECIALIST CERTIFICATE PROGRAM
COURSE SEQUENCE**

Course	Course Title	Credit Hours
PREREQS		
HLSC 100	Introduction to Healthcare Careers – Elective *Recommend if not transferring in 12 or more college credits	2.0
HIM 100	Medical Terminology	3.0
HLSC 108	Anatomy and Physiology for Health Professions	4.0
	Credits	9
SPRING SEMESTER		
HIM 107	Medical Billing	2.0
HIM 202	Clinical Classification Systems – Diagnostic	4.0
HIM 207	Clinical Classification Systems – PCS	3.0
	Credits	9
FALL SEMESTER		
HIM 218	Ambulatory Care Coding – CPT	4.0
HIM 221	Coding Professional Practice	2.5
BIOL137	Introduction to Pathophysiology	4.0
	Credits	10.5
TOTAL CREDITS		28.5

Coding Specialist Certificate Program Application

Date: _____ MCC Student ID Number: _____

(MS/MR)

Last First Middle

Last First Middle

Name(s) that appear on previous educational records if different from above

Mailing Address:

Number Street Apt. #

City State Zip Code

Phone: (Home) _____ (Cell) _____ (Work) _____

Home Email Address: _____

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

Emergency Contact:

Please Print Name Relationship Phone Email

EDUCATION:

High School Name	City/State	Date of Graduation
GED (if applicable)		
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