

Coding Competency Certificate of Completion

PROGRAM DESCRIPTION

This certificate prepares students for an entry-level position as a medical coder in a hospital, clinic, or medical offices. A Medical Coder analyzes medical records (history and physical reports, lab results, x-ray reports, treatment plans, etc.) and assigns codes which classify diagnoses and procedures, while applying the principles of professionalism and ethical conduct.

PROGRAM COSTS

(beyond standard tuition/fees and textbooks)

Material Costs

- Required:
 - Total cost depends upon preparatory coursework and extent of completion within the program - certificate/degree. Additional costs estimated to be approximately \$2,500 include textbooks, technology fees, Directed Practice travel expense, OrHIMA Convention, criminal history check, etc.
- Recommended:
 - Students are strongly encouraged to have access to a home computer with high-speed internet access.

PROGRAM ENTRANCE REQUIREMENTS**Academic Entrance Requirements**

- Required:
 - Prior to enrolling in HIT 103 Health Info Systems/Procedures, students must pass CIS 120 Computer Concepts, AH 111 Medical Terminology I and WR 121 Academic Composition with a grade of "C" or better.

Other Entrance Requirements

- Recommended:
 - Keyboarding: 40 WPM minimum
 - Study skills
 - Writing skills
 - Reading with emphasis on critical thinking and analytical skills
 - Computer/technology skills (essential)
- Required:
 - Students entering the HIT program are required to have a criminal history check prior to enrolling in HIT 103 Health Info Systems/Procedures. A student may be prevented from entering the program if there is a felony conviction on their record.

PROGRAM PERFORMANCE STANDARDS**Academic Requirements**

- Students must have a 2.0 cumulative GPA to earn a COCC certificate or degree.
- All courses in the program must be completed with a grade of C or higher.

PROGRAM COURSE REQUIREMENTS**Support Courses**

AH 111	Medical Terminology I	3
CIS 120	Computer Concepts	4
WR 121	Academic Composition	4

Core Courses

HIT 103	Health Info Systems/Procedures	5
HIT 104	Health Data Content/Structure	5
HIT 131A	Document Management and Tech	3
HIT 180	HIPAA Management	2
HIT 182	Introduction to Medical Coding	4
HIT 184	Advanced Pathophysiology	5
HIT 193	Directed Practice I	2
HIT 201	Legal Aspects of Health Care	3
HIT 205	Intro Medical Record Analysis	3
HIT 283	Coding Classifications	6
HIT 284	Classification & Reimb Systems	5
HIT 285	Advanced Coding Classification	4
HIT 296	Ambulatory Data Systems	3

Other Required Courses

AH 112	Medical Terminology II	3
BI 231	Human Anatomy and Physiology I	4
BI 232	Human Anatomy and Physiology II	4
BI 233	Human Anatomy and Physiology III	4
MTH 031	Health Care Math	3
SP 111	Fundamentals Public Speaking	4

Choose one course from the following:

SP 218	Interpersonal Communication	3
BA 285	Business Human Relations	
PSY 101	Applied Psychology	

Pass CCA Proficiency Exam

Total Credits 86**ADVISING NOTES**

Students are encouraged to consult their academic advisor if they have transfer credits and/or are not able to attend full time in order to determine an appropriate course schedule. Additionally, students should reference the course descriptions to determine required lab hours.

Insurance Certificate of Completion

PROGRAM DESCRIPTION

The Insurance Certificate program prepares the student for entry-level employment in the medical insurance field. With coursework in medical terminology, anatomy and physiology, health information systems and health data content and structure, a firm foundation is laid to work in health insurance. With this certificate, employment may be found with insurance companies and in offices of medical doctors, chiropractors, ophthalmologists, and dentists. Job descriptions may include filing of claims, verification of insurance, pre-authorizations and customer service.

PROGRAM COSTS

(beyond standard tuition/fees and textbooks)

Material Costs

- Required:
 - Total cost depends upon preparatory coursework and extent of completion within the program - certificate/degree. Additional costs estimated to be approximately \$2,500 include textbooks, technology fees, Directed Practice travel expense, OrHIMA Convention, criminal history check, etc.
- Recommended:
 - Students are strongly encouraged to have access to a home computer with high-speed internet access.

PROGRAM ENTRANCE REQUIREMENTS**Academic Entrance Requirements**

- Required:
 - Prior to enrolling in HIT 103 Health Info Systems/Procedures, students must pass CIS 120 Computer Concepts, AH 111 Medical Terminology I and WR 121 Academic Composition with a grade of "C" or better.

Other Entrance Requirements

- Recommended:
 - Keyboarding: 40 WPM minimum
 - Study skills
 - Writing skills
 - Reading with emphasis on critical thinking and analytical skills
 - Computer/technology skills (essential)
- Required:
 - Students entering the HIT program are required to have a criminal history check prior to enrolling in HIT 103 Health Info Systems/Procedures. A student may be prevented from entering the program if there is a felony conviction on their record.

PROGRAM PERFORMANCE STANDARDS**Academic Requirements**

- Students must have a 2.0 cumulative GPA to earn a COCC certificate or degree.
- All courses in the program must be completed with a grade of C or higher.

PROGRAM COURSE REQUIREMENTS

Support Courses

AH 111	Medical Terminology I	3
CIS 120	Computer Concepts	4
WR 121	Academic Composition	4

Core Courses

HIT 103	Health Info Systems/Procedures	5
HIT 104	Health Data Content/Structure	5
HIT 180	HIPAA Management	2

Other Required Courses

AH 112	Medical Terminology II	3
BI 231	Human Anatomy and Physiology I	4
BI 232	Human Anatomy and Physiology II	4
MTH 031	Health Care Math	3

Total Credits 37

ADVISING NOTES

Students are encouraged to consult their academic advisor if they have transfer credits and/or are not able to attend full time in order to determine an appropriate course schedule. Additionally, students should reference the course descriptions to determine required lab hours.

Medical Billing Specialist
Certificate of Completion

PROGRAM DESCRIPTION

The Medical Billing Specialist Certificate prepares the student to work in the insurance industry. Students receive training in the legal aspects of medical records, with hands-on training using current computer technology in medical records and medical billing. Employment may be found working for physicians, dentists, chiropractors, in assisted living facilities, with insurance companies, hospitals, clinics and even law offices. Job descriptions may include customer service regarding benefits and claims, processing medical claims efficiently, handling patient invoices and obtaining reimbursement for patients and/or doctors.

PROGRAM COSTS

(beyond standard tuition/fees and textbooks)

Material Costs

- Required:
 - Total cost depends upon preparatory coursework and extent of completion within the program - certificate/degree. Additional costs estimated to be approximately \$2,500 include textbooks, technology fees, Directed Practice travel expense, OrHIMA Convention, criminal history check, etc.
- Recommended:
 - Students are strongly encouraged to have access to a home computer with high-speed internet access.

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirements

- Required:
 - Prior to enrolling in HIT 103 Health Info Systems/Procedures, students must pass CIS 120 Computer Concepts, AH 111 Medical Terminology I and WR 121 Academic Composition with a grade of "C" or better.
- Recommended:
 - Keyboarding: 40 WPM minimum
 - Study skills
 - Writing skills
 - Reading with emphasis on critical thinking and analytical skills
 - Computer/technology skills (essential)

Other Entrance Requirements

- Required:
 - Students entering the HIT program are required to have a criminal history check prior to enrolling in HIT 103 Health Info Systems/

Procedures. A student may be prevented from entering the program if there is a felony conviction on their record.

PROGRAM PERFORMANCE STANDARDS

Academic Requirements

- Students must have a 2.0 cumulative GPA to earn a COCC certificate or degree.
- All courses in the program must be completed with a grade of C or higher.

PROGRAM COURSE REQUIREMENTS

Support Courses

AH 111	Medical Terminology I	3
CIS 120	Computer Concepts	4
WR 121	Academic Composition	4

Core Courses

HIT 103	Health Info Systems/Procedures	5
HIT 104	Health Data Content/Structure	5
HIT 131A	Document Management and Tech	3
HIT 180	HIPAA Management	2
HIT 182	Introduction to Medical Coding	4
HIT 184	Advanced Pathophysiology	5
HIT 193	Directed Practice I	2
HIT 201	Legal Aspects of Health Care	3
HIT 205	Intro Medical Record Analysis	3
HIT 284	Classification & Reimb Systems	5
HIT 296	Ambulatory Data Systems	3

Other Required Courses

AH 112	Medical Terminology II	3
BI 231	Human Anatomy and Physiology I	4
BI 232	Human Anatomy and Physiology II	4
BI 233	Human Anatomy and Physiology III	4
MTH 031	Health Care Math	3
SP 111	Fundamentals Public Speaking	4
Choose one course from the following:		3
SP 218	Interpersonal Communication	
BA 285	Business Human Relations	
PSY 101	Applied Psychology	

Total Credits 76

ADVISING NOTES

Students are encouraged to consult their academic advisor if they have transfer credits and/or are not able to attend full time in order to determine an appropriate course schedule. Additionally, students should reference the course descriptions to determine required lab hours.

Medical Office Specialist
Certificate of Completion

PROGRAM DESCRIPTION

The Medical Office Specialist Certificate program prepares the student to secure entry-level employment as a medical office specialist. With coursework in medical terminology, anatomy, physiology, health data content and systems, computer technology, disease, beginning coding and HIPAA, students gain the knowledge and skills necessary to begin a successful office career in the health services field. Employment may range from a single physician office to a large hospital organization. Job descriptions may include maintaining medical records and accounts, word processing, basic accounting, scheduling, professional communications, and general operations of a health care facility.

PROGRAM COSTS

(beyond standard tuition/fees and textbooks)

Material Costs

- Required:
 - Total cost depends upon preparatory coursework and extent of completion within the program - certificate/degree. Additional costs

estimated to be approximately \$2,500 include textbooks, technology fees, Directed Practice travel expense, OrHIMA Convention, criminal history check, etc.

- Recommended:
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PROGRAM PERFORMANCE STANDARDS

Academic Requirements

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HIT 104	Health Data Content/Structure	5
HIT 131A	Document Management and Tech	3
HIT 180	HIPAA Management	2
HIT 182	Introduction to Medical Coding	4
HIT 184	Advanced Pathophysiology	5

Other Required Courses

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BI 232	Human Anatomy and Physiology II	4
BI 233	Human Anatomy and Physiology III	4
MTH 031	Health Care Math	3
Choose one course from the following:		3
SP 218	Interpersonal Communication	
BA 285	Business Human Relations	
PSY 101	Applied Psychology	

Total Credits 56

ADVISING NOTES

Students are encouraged to consult their academic advisor if they have transfer credits and/or are not able to attend full time in order to determine an appropriate course schedule. Additionally, students should reference the course descriptions to determine required lab hours.