



# Medical Coding Specialist Diploma 2011-2012 Graduation Worksheet



## Program Description

The Medical Coding Specialist Program is a 42 credit diploma program designed to provide training for entry level personnel to perform abstracting and coding of medical records.

## Program Delivery

This program is offered through a collaboration with Rainy River Community College and Hibbing Community College. Classes are offered either onsite at RRCC, or online or Interactive Television (ITV) from HCC. The Diploma is awarded by Hibbing Community College.

## Employment Opportunities

Graduates of this program will analyze medical record documentation in order to assign diagnostic and procedures codes; provide important information for the health care reimbursement process; and assist in medical research and statistics.

## Graduation Requirements

Must complete all required courses with a minimum GPA of 2.0.

## Course Schedule

### FALL 2011

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|--|---|---|
| <b>MEDC 1122</b>   | <b>ICD-9-CM Coding (3)</b>  | <b>[5-8:50 PM Tuesday, ITV from HCC]</b>  |
| ICD-9-CM (International Classification of Disease, 9th Revision, Clinical Modification) introduces students to diagnostic and procedural codes within the healthcare delivery systems. The students will have an understanding on how the codes influence healthcare data collected for medical research, statistics, evaluation of medical care and reimbursement. This course will also include an overview of ICD-10-CM.  |   |   |
| <b>CAPP 1510</b>   | <b>Computer Applications (1)</b>                                      | <b>[TBD from HCC]</b>                     |
| Computer Applications is a hands-on course covering basic information about computer hardware and software and the use of computer software as a productivity tool. Students are given hands-on training on word processing, databases, and spreadsheet software applications, using the most up-to-date software.   |   |   |
| <b>ALHE 1600</b>   | <b>Medical Terminology (2)</b>  | <b>[Online from HCC]</b>                  |
| Medical Terminology introduces students to the specialized vocabulary which will be used in any medical profession. This course is for any student who will be writing, reading, charting, transcribing, or studying any field in the medical profession.  |   |   |
| <b>PSYC 1010</b>   | <b>Psychology of Adjustment (2)</b>                                   | <b>[Online from HCC]</b>                  |
| Psychology of Adjustment focuses upon applications of psychological principles to human development and adjustment. Emphasis is on self-concept and healthy adjustment versus maladjustment as applied to casual, work, and intimate relationships. The importance of effective communication, problem-solving skills, and maximizing human potential is also stressed. MNTC: 5  |   |   |
| <b>MEDC 1120</b>   | <b>Intro. to Health Info. Mgmt. w/Healthcare Delivery Systems (4)</b> | <b>[5-8:50 PM Thursday, ITV from HCC]</b> |
| Introduction to Health Information Management introduces the students to the history of the Health Information Management profession. The students will have an understanding of the importance of the legal, ethical, security and confidentiality practices of the medical record in the healthcare delivery systems today.  |   |   |
| <b>BUS 1000</b>  | <b>Keyboarding (2)</b>  | <b>[TBD @ RRCC]</b>                       |
| Students will develop touch control of the keyboard and proper keyboarding techniques, building basic speed and accuracy skills. Practice in applying basic skills to the formatting of letters, reports, and memos is provided. Course content includes keyboarding the alphabet, the numbers, and the symbols.   |   |   |
| <b>EMPL 2515</b>   | <b>Employment Skills (1)</b>  | <b>[Online from HCC]</b>                  |
| Employment Skills is designed to help students obtain employment in their field upon completion of their college program. They will identify their employment objectives and career goals, along with their strongest skills and abilities. Basic information about employee benefits will be presented. Students will learn about effective job search techniques. They will complete a job application properly and will produce formal job search documents including a resume, cover letter, references and thank you letter. Students will learn how to conduct themselves in a job interview, will practice answering interview questions, and will participate in a professional mock interview. They will be presented with information about positive work ethic, job keeping skills and appropriate on-the-job behavior. They will be exposed to information about diversity in the workplace. |   |   |

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***BEGIN YOUR FUTURE!***

**SPCH 1010 Interpersonal Communications (3)****[TBD @ RRCC]**

The course covers a study of person-to-person and small-group oral communication skills. It covers the development of these skills, and how they affect self-concept, relationships, and emotions. Participation in small-group discussions, as well as classroom activities and exercises are used to demonstrate practical applications of talking-listening skills. Examinations of family, gender, and intercultural oral communication skills are included. This is not a public speaking course. MNTC: 1/2

**SPRING 2012**

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**MEDC 1127 Applied Medical Terminology (2)****[TBD ITV from HCC]**

Applied Medical Terminology will show students how to communicate within healthcare organizations. The students will study the terminology of each body system in detail to include structures, functions, pathology, diagnostic, and procedural terminology. Each student will be able to interpret medical terms within medical charts and reports.

**MEDC 1123 Coding and Reimbursement for Physician Services (3)****[TBD ITV from HCC]**

Coding and Reimbursement for Physician Services introduces the students to the CPT (Current Procedural Terminology) codes which are used to bill physician procedures and services. The students will have an understanding with the communication between the physician and third party payers.

**MEDC 1124 Advanced Coding and Reimbursement (3)****[TBD ITV From HCC]**

Advanced Coding and Reimbursement is a continuation of the ICD-9-CM Coding course which allows the students to have a deeper understanding of diagnostic and procedural codes within the healthcare delivery systems.

**BUS 1105 Business English (3)****[TBD ITV from HCC]**

Business English provides a summarization of basic English and business communication skills through reinforcement of grammar usage, business vocabulary, spelling, punctuation, listening, and reading. The course increases the student's written and oral skills and increases the probability for success in the business world. This course is valuable to anyone with the need to communicate more effectively in today's changing society.

**PHAR 1040 Pharmacotherapy of Disease Processes (4)****[TBD ITV from HCC]**

The basic concepts of diseases and the mechanisms of disease will be presented. It will include the general physiologic principles for the following systems: nervous, endocrine, skeletal, muscular, cardiovascular, respiratory, gastrointestinal, renal, reproductive, skin, hematologic. The course will discuss immune disorders and immune system responses along with infectious diseases and effects of nutrition and heredity on disease.

**BIOL 1201 Integrated Anatomy and Physiology (4)****[TBD from HCC]**

Human Anatomy and Physiology is the study of organ systems and tissues of the human body. Systems included are the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, respiratory, lymphatic, digestive, urinary, and reproductive. Focus is on structures and the integrated control mechanisms of physiology in these systems. This course is intended for students in medical coding or related fields.

**SUMMER 2012**

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**MEDC 2240 Advanced Physicians Coding (3)****[TBD from HCC]**

The coding process requires a range of skills that combine knowledge and practice. This class uses coding scenarios and case studies together to create skill development and review of guidelines and conventions applied in code selection.

**MEDC 1126 Professional Practice for Coding Specialist (2)****[TBD from HCC]**

Professional Practice for Coding Specialist will allow the students to experience coding processes in a real-world setting. This course gives the students an opportunity to practice the skills they have learned through out the coding curriculum.

**NOTES:**

- The information in this graduation worksheet is for use as an academic planning tool and is subject to change at any time.
- Rainy River Community College and Hibbing Community College are member's of the Minnesota State Colleges and Universities System.
- Rainy River Community College and Hibbing Community College are equal opportunity employers and educators.

**Program Information**

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