

## MEDICAL CODING SPECIALIST, Certificate

*Workforce Development and Continuing Education/Healthcare Education*

Medical Coding Specialists are responsible for translating and sequencing medical documentation into formal standardized, numerical codes for diagnoses and procedures. Medical coding support the billing process by coding and processing claims. The student may be required to submit Act 33 Child Abuse and /or Act 34 Pennsylvania State Police Criminal Background Checks prior to obtaining employment. The student should consider this factor before enrolling in the program. The complete program is available at the Harrisburg, Lancaster and Lebanon campuses. Some courses may be offered in an online format throughout the year.

### *Career Opportunities*

This program prepares individuals for employment in the medical community that involve medical billing, coding, and claims processing. Various organizations in the community offer opportunities for employment including medical practices, hospitals, nursing/rehab facilities, coding and billing services, insurance companies, government agencies, and consulting firms.

### *Competency Profile*

This curriculum is designed to prepare students to:

- Code professional medical services and diagnosis
- Carry out collection procedures
- Create reports for management tools
- Research and review insurance claims
- Maintain patients' financial and accounting records
- Perform data entry payment information, adjustments, and balances into computer software programs
- Analyze health records and assign codes for diseases and procedures
- Abstract key information from health records for reimbursement, statistics, and research purposes
- Research and review health records for auditing purposes
- Monitor compliance with policies and procedures relevant to clinical data management and making suggestions for improvements
- Take the national certification examination administered by the certifying agencies of the profession

## PROGRAM REQUIREMENTS

### **Prerequisite Courses:**

Medical Terminology	30 hours
Introduction to Anatomy and Physiology	45 hours
Human Illness and Disease	45 hours
Coding Compliance	12 hours

### **Core Curriculum:**

Medical Coding Professional Track	118 hours
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## RECOMMENDED SEQUENCE FOR STUDENTS

Students can complete this program in 10-months by taking courses in the required sequence and attending classes two nights a week.