MEDICAL CODING AND BILLING

Diploma Program

This program prepares the student for an entry-level position as a coder or biller in a healthcare setting. The curriculum provides a basis in medical, pharmacologic, diagnostic and procedural terminology, human anatomy, pathophysiology, and disease processes, followed by the review and analysis of health records, assignment of diagnosis and procedure codes, and the reporting of data to insurance companies and the government for reimbursement. The program provides information about coding along with valuable experience using CPT/HCPCS (Current Procedural Terminology/Healthcare Common Procedure Coding System), and ICD-10-CM/PCS (International Classification of Diseases, 10th revision clinical modification/procedure coding system) coding systems are included. Medical Coding is the process of reviewing medical information documented in patient records to translate the documentation into codes that are utilized for billing, statistics, research, and many other purposes.

Program Objectives:

Upon completion of the program, the graduate will be able to:
1. define professionalism as applied to healthcare.
2. assign diagnosis and procedure codes based on health record documentation.
3. communicate appropriately within the healthcare setting and with external organizations.
4. apply legal and ethical issues related to healthcare.
5. demonstrate knowledge of medical terminology and diseases.
6. demonstrate correct spelling, grammar, and punctuation skills.
7. utilize medical research/resource materials.
8. perform medical billing skills.

Admission Requirements:

All candidates for admission must pass the College’s entrance examination requirements. An Illinois State Police background check is required at the student’s expense.

Graduation Requirements:

A grade of “C” or better must be achieved in all courses to be eligible to graduate.

<table>
<thead>
<tr>
<th>Major</th>
<th>Quarter Hours</th>
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<tbody>
<tr>
<td>AH220</td>
<td>Medical Office Procedures IV</td>
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<tr>
<td>or</td>
<td></td>
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<tr>
<td>HSM200</td>
<td>Billing and Reimbursement</td>
</tr>
<tr>
<td>BIO110</td>
<td>Anatomy and Physiology I</td>
</tr>
<tr>
<td>BIO111</td>
<td>Anatomy and Physiology I lab</td>
</tr>
<tr>
<td>BIO120</td>
<td>Anatomy and Physiology II</td>
</tr>
<tr>
<td>BIO121</td>
<td>Anatomy and Physiology II lab</td>
</tr>
<tr>
<td>CIS114</td>
<td>Computer Usage and Software Applications</td>
</tr>
<tr>
<td>HI105</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>HI210</td>
<td>Pathopharmacology</td>
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<tr>
<td>HI215</td>
<td>Classification and Indexing Systems I</td>
</tr>
<tr>
<td>HI225</td>
<td>Healthcare Law and Ethics</td>
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<tr>
<td>HI235</td>
<td>Classification and Indexing Systems II</td>
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<tr>
<td>HI275</td>
<td>Classification and Indexing Systems III</td>
</tr>
<tr>
<td>HI285</td>
<td>Medical Coding and Billing Capstone</td>
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<tr>
<td>HUM110</td>
<td>Human Potential</td>
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</tbody>
</table>

Total Hours: 52

Total Hours Required for Diploma: 52
Medical Coding and Billing Program Requirements:

1. Each candidate for admission is considered individually on merit and potential.

2. Medical Coding and Billing program applicants will be required to have an Illinois State Police background check at the applicant’s expense, as accreditation and regulatory agencies have increasingly strict requirements at healthcare facilities. Those persons identified as having a record will need to meet with the program director prior to admission.

3. Official transcripts from any college, university, or school attended are required. Students seeking to transfer credit may need to demonstrate that they meet the competency requirements of the courses that are transferred.

4. Students re-entering the program may be required to take HI189 Medical Coding and Billing Review if it has been more than two years since completing core HI courses or if it is otherwise deemed necessary.

5. All Medical Coding and Billing diploma students may become members of the American Health Information Management Association (AHIMA). The dues can be incorporated into the student’s financial aid package. Questions should be directed to the Department Director.

6. Graduation Requirements:
   a. A grade of “C” or better must be achieved in all courses. No more than three attempts at a class are allowed including withdrawal.
   b. The department assessment process and survey must be satisfactorily completed.

7. Students and graduates of the Medical Coding and Billing diploma program are eligible to take the American Health Information Management Association (AHIMA) Certified Coding Associate (CCA) exam. Review for the exam is provided as a component of the HI285 Medical Coding and Billing Capstone. Information regarding the CCA exam may be found at http://ahima.org/certification/cca.aspx. Students will be provided with an option to take the CCA exam at the end of their final quarter during HI285. Financial aid may be used to cover the cost of the examination. The exam fee is $199 for AHIMA members and $299 for non-members.
ED Gainful Employment Disclosure

Award Year: 2015 - 2016
OPEID #: 004568
CIP CODE: 51.0713
Credential Level: 01 Undergraduate Certificate
Normal Time to Complete: 48 weeks
Programmatic Accreditation: N/A
Licensure Requirements: N/A

Occupations Related to this Program
Job Title: Medical Records and Health Information Technicians
SOC Code: 29-2071.00

On-Time Completion*
Graduates who completed their program on-time: 17%

Job Placement Rate and Earnings*
Job seeking graduates employed in their field of study: 100%
Program accreditation placement rate: N/A
Typical graduate earnings: $26,112

Estimated Program Costs**
Tuition and fees: $18,685
Books and supplies: $2,025
Off-campus room and board: $12,412

Median Loan Debt*
Loan participation: 87%
Typical graduate debt: not reported
Typical monthly payment: not reported

*Fewer than 10 students enrolled in this program. On-time completion, job placement rate, and median loan debt numbers may have been withheld to preserve the confidentiality of the students.
**The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Footnotes:
1. The share of students who completed the program within 100% of normal time (4 years).
2. The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
3. The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
4. The median monthly loan payment for students who completed this program if it were repaid over ten years at a 6.8% interest rate.
5. The median earnings of program graduates who received Federal aid.
6. Some states require students to graduate from a state approved program in order to obtain a license to practice a profession in those states.
7. State Job Placement Rate:
   - Name of the state this placement rate is calculated for: Illinois
   - Follow the link below to find out who is included in the calculation of this rate: http://www.midstate.edu/programs/disclosures/information/placement.pdf
   - What types of jobs were these students placed in? Jobs within the field
   - Positions that recent completers were hired for include: Reimbursement Coordinator, Patient Access Representative, Coder, Patient Accounts Specialist
   - When were the former students employed? Within one year of completion
   - How were completers tracked? Graduate Career Services Exit Application & Individualized Career Assistance
8. Accreditor Job Placement Rate: N/A

I have read and acknowledge the information contained within this disclosure. Today’s Date: ________________________________

Student Name (please print): _____________________________ Student Signature: _____________________________