CAREER INFORMATION

A medical coding specialist assigns a universal numeric code to each symptom, treatment, diagnosis, and procedure. Knowledge of healthcare, disease process, and treatments is used to expertly determine these codes. These numerical codes are used to report diseases and accidents and to inform third-party payers of services performed. Without knowledgeable medical coders, medical insurance claims could not be paid.

PREPARATION

Good computer, research, and problem-solving skills as well as the desire to work with detailed information are essential.

After completing the Medical Coding Program, the graduate may voluntarily take a certification exam given by the American Health and Information Management Association (AHIMA) or by the American Academy of Professional Coders (AAPC). Passing an exam will earn recognition as a Certified Coding Associate (CCA) or Certified Professional Coder Apprentice (CPC-A). After at least two years of coding experience, the medical coder qualifies to take the AHIMA Certified Coding Specialist exam (CCS).

While it is not required to have these certifications to work in the field, attaining certification is recognized as a sign of a competent medical coder.

COST

Tuition for this program is $6042.48, and the total fees are $323.64. Tuition is paid quarterly based on the number of credits taken quarterly. Students are also responsible for textbooks to be purchased quarterly; the total price for books is estimated at $800.00 for the program. Students needing to repeat classes will accrue additional fees. Financial Aid is available for eligible students to assist in meeting the costs for enrolment, and potential students are encouraged to apply early.

Approved November 30, 2017 Instructional Council

PROGRAM DESCRIPTION

Everett Community College offers a 100% online Medical Coding Program exclusively for the training of medical coders. The program is offered in an online environment, which can be entered at the beginning of any quarter and requires an average of 3 hours of study time per credit hour per week. Only students pursuing the Medical Coding or Medical Billing Specialist certificates should enroll in the coding classes.

The program is self-contained and focuses on providing the training required for the students to obtain an entry-level position as a medical coder. A Certificate is awarded upon successful completion of this 44-credit program.

GETTING STARTED AT EVCC

Students interested in Medical Coding are encouraged to contact our Success Team for assistance with the application and registration processes, as well as for information about financial aid options. Call toll-free 1-866-304-EvCC or send email to success@everettcc.edu.

CAREER OPTIONS

Medical coders work as employees in physician’s offices, hospitals, insurance offices, or for medical coding services. Both part-time and full-time work is available.

Medical coders typically:
- Review patient information for preexisting conditions, such as diabetes
- Assign appropriate diagnoses and procedure codes for patient care, population health statistics, and billing purposes
- Work as a liaison between the health clinician and billing offices

Graduates may become employed in the following fields:
- Outpatient Coder
- Medical Coder
- Inpatient Coder
- Claims Reviewer
- Claims Processor
- Claims Analyst
- Certified Patient Account Technician
- Medical Claims Review Specialist
- Certified Professional Coder
- Certified Procedure Coder
- Claims Assistant Professional
- Coding Analyst

Medical coders may advance to other health information positions by receiving additional education and certifications. They may be able to advance to a position as a medical or health services manager after completing a bachelor’s or master’s degree program and taking the required certification courses.

COMPENSATION

In 2016, the median hourly earnings for Medical Record and Health Information Technicians (including Medical Coders) was $18.29 per hour with the national range of annual wages going from $25,070 to $62,840. Wages do vary by state. The Washington State salary range was $28,800 to $63,730, and in California this was $27,060 to $77,560.
ENTRY REQUIREMENTS

No formal entry testing is required, although the program does require a typing speed of 35 WPM or better.

Good computer skills, research, and problem-solving skills, as well as the desire to work with detailed information are essential.

Many employers will conduct criminal background checks on job applicants. Persons with a criminal background should consider this situation carefully prior to starting this program.

COMPUTER and SOFTWARE REQUIREMENTS

A computer is required and a PC recommended for the MC Program. While the Career Step courseware we use in general performs better in a Windows environment, some of our online tools do not work on a Mac. Because of this, we recommend working on or have regular access to a PC.

An active Internet connection is required; a high speed or broadband connection is recommended.

PROGRAM ADVISING

Advisor guidance is available to you throughout program. Please contact: MCadvising@everettcc.edu

General questions about the College may also be addressed to Enrollment Services, 425-388-9219, admissions@everettcc.edu.

REFUNDS

The deadline for 100% refunds on classes or to make schedule changes is the fifth day of class before 4:30 p.m. PT. There are no refunds after the fifth class day.

JOB OUTLOOK

According to the U.S. Department of Labor’s Occupational Outlook Handbook 2016-2017, employment of medical coders is projected to grow faster than the national average for all occupations through 2024.

The Occupational Information Network (O*NET), the primary source of occupational information sponsored by the US Department of Labor/Employment and Training Administration, indicates employment of medical coders (as part of the Medical Records and Health Information Technicians category) has a BRIGHT OUTLOOK, also with projection to grow faster than average (13% or higher) from 2016 to 2026.

Job prospects will be best for those with a certification in health information, such as the Registered Health Information Technician (RHIT) or the Certified Tumor Registrar (CTR), and including the different coding certifications (CCA, CPC-A, and CCS). As EHR systems continue to become more common, health information technicians with computer skills will be needed to use them.

Employment projections vary on a state-by-state basis; Washington state is predicted to have a 16% increase in these jobs between 2014 and 2024, slightly above the 15% predicted growth nationally.

An aging population will require more medical services, and health information technicians will be needed to organize and manage the older generations’ health information data. Moreover, the number of individuals who have access to health insurance is expected to continue to increase because of federal health insurance reform.

This will mean more claims for reimbursement from insurance companies, and with more claims, increased need for medical coders.

A large part of the information above was adapted and quoted from the Occupational Outlook Handbook and the O*NET website.


BEFORE YOU BEGIN

Prior to beginning Medical Coding courses, students must have a high school diploma or equivalent. They should also have intermediate computer skills and should know how to type. Students who do not currently possess those skills should consider completing the following courses at EvCC or another local college as needed before beginning the Medical Coding courses. (Please note: if you are not a Washington State resident you would be charged non-resident tuition for these courses at EvCC.)

- BT 100  Beginning Keyboarding
- CL 101  Computer Literacy

Students must meet the prerequisite for classes listed with (PR) or obtain program administrator permission to enroll.

**MEDICAL CODING CERTIFICATE – 44 credits**

The following checklist should be maintained by the student in consultation with an advisor during the student’s enrollment. A copy of the diploma application is available at www.everettcc.edu/enrollment/kiosk and should be submitted to EvCC’s Enrollment Services at least 15 weeks before intended completion. A full description of the College’s requirements for earning a certificate or degree is contained in the College catalog.

A grade of C (2.0) or higher is required in ALL classes. Each class may be repeated a maximum of two (2) times. Students are responsible for the cost of repeating a class. Please see "Before You Begin" above. A notation of PR indicates that the course has a prerequisite which must be met (C grade or higher) before the class can be taken.

Only students earning a Medical Coding or Medical Billing Specialist certificate may enroll in the MC classes.

Student Name: _________________________  Advisor Signature: ___________________________  Date: __________

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
<th>Quarter Completed</th>
<th>Grade</th>
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<tbody>
<tr>
<td>MC 102: Introduction to Medical Coding (permission)</td>
<td>3</td>
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<tr>
<td>MC 106: Health Information, Delivery, Legal, Compliance (permission)</td>
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<td>MC 120: Healthcare Vocabulary (permission)</td>
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<tr>
<td>MC 137: Structure and Function of the Human Body (PR)</td>
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<tr>
<td>MC 116: Healthcare Reimbursement (PR)</td>
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<td>MC 139: Pathophysiology (PR)</td>
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<td>MC 146: Coding With ICD-10 CM/PCS (PR)</td>
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<td>MC 141: Basics of Pharmacology (PR)</td>
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<td>MC 151: Principles of Procedural Coding (PR)</td>
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<tr>
<td>MC 149: Advanced Coding with ICD-10-CM/PCS (PR)</td>
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<tr>
<td>MC 181: Medical Coding Practicum (PR)</td>
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Minimum Required Credits 44

The following classes may also be taken at EvCC or at a local college to augment the program: BT 180 (Principles of Medical Insurance), BT 182 (Electronic Health Records for the Front Office), BT 181D (Diversity in Law and Ethics for Health Occupations), and CL 101 (Computer Literacy). Please note: If you are not a Washington State resident, you will be charged non-resident tuition for these courses at EvCC.