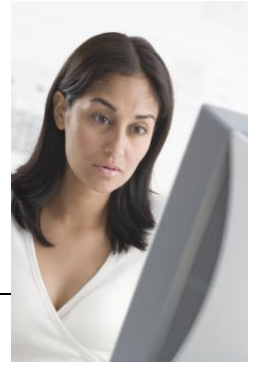


Medical Coding



PROGRAM DESCRIPTION

Everett Community offers a Medical Coding program which utilizes state-of-the-art software and text materials used exclusively for the training of medical coders. The program is offered in an **online** environment, which may be entered at the beginning of any quarter and requires an average of about 35-40 hours of study time per week. Only students pursuing the coding certificate should enroll in the coding classes.

The program is self-contained and focuses on providing the training required for the student to obtain an entry-level position as a medical coder.

A Certificate is awarded upon successful completion of this 37-credit program.

PROGRAM ADVISOR

It is essential to follow advisor guidance for this program. Please contact:

Kathy Kneifel
Olympus Hall 215, phone 425-388-9155
E-mail: kkneifel@everettcc.edu

GETTING STARTED AT EVCC

Students interested in Medical Coding are encouraged to contact our Medical Coding Program Support Supervisor 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 e-mail to success@everettcc.edu.

COST

Because of the special nature of this program, the comprehensive class fee for this program during the year 2009 is \$4791. Tuition for each quarter is \$1579. Financial aid is available for eligible students to assist in meeting the costs of enrollment, and prospective students are encouraged to apply for financial aid early.

For more details and a free self-assessment, go to:

www.everettcc.edu/mc



CAREER INFORMATION

A medical coding specialist assigns a universal numeric code to each symptom, treatment, diagnosis, and procedure. Knowledge of health care, 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 certificate exam given by the American Health and Information Management Association (AHIMA). Passing the exam would earn recognition as a Certified Coding Associate (CCA). After at least two years of coding experience, the medical coder qualifies to take the 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.

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

CAREER OPTIONS

Medical coders work as employees in physician's offices, hospitals, insurance offices, or for medical coding services. Both part- and full-time work is available. Graduates may become employed in the following fields.

Outpatient Coder	Certified Patient Account Technician	Claims Analyst
Medical Coder	Medical Claims Review Specialist	Coding Analyst
Inpatient Coder	Certified Professional Coder	
Claims Reviewer	Certified Procedural Coder	
Claims Processor	Claims Assistant Professional	

JOB OUTLOOK

According to the U.S. Department of Labor's Occupational Outlook Handbook 2008-2009, employment of medical coders is projected to grow faster than the average for all occupations through 2016. This is stimulated by the fact that as the baby boomers get older their medical needs will increase, creating the need for more documentation for reporting diseases and more information to be submitted to insurance companies for reimbursement. Health care facilities are increasing the number of Medical Billers, Coders, and Administrative Assistants to alleviate the increased work load.

COMPENSATION

A 2008 survey conducted by Advance for Health Information Professionals indicated medical coders' salaries averaged \$41,500, a 21% increase from 2007. Compensation varies from types and locations of offices. Employees in rural areas will earn less than their counterparts in larger cities. Studies show the salaries as well as the job outlook continue to increase.

BEFORE YOU BEGIN

Prior to beginning Medical Coding courses, students should have intermediate computer skills and should know how to keyboard. 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 in order to enroll.

CHECK US OUT AT:
www.everettcc.edu/mc

MEDICAL CODING CERTIFICATE - 37 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 the following website, and should be submitted to the EvCC Medical Coding Office at least 15 weeks before intended completion: www.everettcc.edu/studentforms. 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. Costs for retakes are prorated, based on the number of credits for the individual class.

Please see "Before You Begin" above. Each quarter of medical coding courses must be taken in the order shown below. Microsoft Word (2000 or higher) is the required software for this program. A notation of PR indicates that the course has a prerequisite.

Only students earning a Medical Coding Certificate should enroll in the MC classes.

Student Name: _____ Advisor Signature: _____ Date: _____

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>	<u>Quarter Completed</u>	<u>Grade</u>
First Quarter				
Cluster I				
MC 100	Introduction to the Coding Profession	1	_____	_____
MC 110	Medical Patient Records	4	_____	_____
MC 120	Healthcare Vocabulary	5	_____	_____
MC 130	Structure and Function of the Human Body I	3	_____	_____
Second Quarter				
Cluster II				
MC 122	Medical Abbreviations	1	_____	_____
MC 135	Structure and Function of the Human Body II (PR)	5	_____	_____
MC 140	Basics of Pharmacology	1	_____	_____
MC 160	Principles of Diagnostic Coding (PR)	5	_____	_____
Third Quarter				
Cluster III				
MC 115	Healthcare Reimbursement	2	_____	_____
MC 150	Principles of Procedural Coding (PR)	5	_____	_____
MC 180	Medical Coding Practicum (PR)	5	_____	_____
Minimum Required Credits		37		

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

Everett Community College does not discriminate on the basis of race, religion, creed, color, national origin, age, sex, sexual orientation, marital status, the presence of any physical, sensory or mental disability, or status as a disabled or Vietnam era veteran in its program and activities, or employment. The Vice President of Student Services has been designated to handle inquiries regarding student-related non-discrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, or by phone at (425)388-9589. The Vice President of Administrative Services/Human Resources has been designated to handle employment-related inquiries regarding the non-discrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, or by phone at (425)388-9232. This publication is effective **SEPTEMBER 2009**. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights.
For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201. www.everettcc.edu