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URL: http://sps.cuny.edu/programs/cert_medicalcoding

THE PROGRAM
The Certificate in Medical Coding is designed to prepare graduates for a career in the Healthcare Industry where there is increased demand for complete and accurate coded clinical data in all types of healthcare settings, public health, and medical research. Coded data serves as the primary information source for many health information assessment tools, as well as data required for an electronic health record. The coding of patient information using code sets such as the International Classification of Diseases (ICD) as well as Current Procedural Terminology. (CPT) is extensively reviewed. Coded data is then utilized to determine reimbursement by insurance companies and the government to healthcare facilities.

Career and Academic Advancement Prospects
Our program prepares graduates for employment in hospitals, clinics, doctors' and dentists' offices, health insurance companies, and government offices.

This unique, credit bearing certificate program will thoroughly prepare graduates for the American Health Information Management Association's (AHIMA) Certified Coding Associate (CCA) credential, which is an entry level credential for those working in the industry. With additional hands-on experience, students could evolve to qualify for the Certified Coding Specialist (CCS) credential.

Admission Criteria
To be considered for admission, an applicant must have a high school diploma and demonstrate basic proficiency in reading and writing in accordance with the guidelines set forth by the University. At current, proficiency in reading and writing may be demonstrated by meeting any of the following criteria:

- SAT I verbal score of 480 or higher or critical reading score of 480 or higher
- ACT English score of 20 or higher
- New York State English Regents score of 75 or higher
- A grade of C or higher in a college level English course

Applicants must also submit a personal statement.

Program Requirements

Note: A minimum grade of a C will be required in all courses. A student may not progress to the next course in the sequence without having a C in the prerequisite course.

Required Courses
- BIO 200 - Human Biology
- BIO 310 - Pathophysiology/Pharmacology
- CIS 101 - Computer Fundamentals and Applications
- HIM 200 - Medical Terminology
- HIM 202 - Introduction to Health Information Management
- HIM 300 - Clinical Classification Systems
- HIM 331 - Legal and Ethical Issues in HIM
- HIM 340 - Diagnosis Coding
- HIM 341 - Procedure Coding
- HIM 380 - Reimbursement Methodologies
- HIM 440 - Advanced Coding
- HIM 441 – Coding Capstone

COURSE DESCRIPTIONS

BIO 200   **Human Biology**   **3 Credits**
Prerequisite: None
Introduces human anatomy and physiology. Describes the organization of the human body. Provides and defines the terminology used to describe the location and function of anatomical structures. Outlines the basic chemical concepts essential for understanding physiological processes. Topics include: homeostasis, cells, the skeletal system, the muscular system, the circulatory system, the respiratory system, the digestive system, the reproductive system and the endocrine system.

BIO 310   **Pathophysiology/Pharmacology**   **3 Credits**
Prerequisites: BIO 200
This course combines the study of human disease processes and treatments. The etiology and pathogenesis of diseases are discussed along with the application of diagnostic procedures and patient care. The pathology and underlying principles of the human systems are presented, along with characteristics of typical drugs, side effects, cautions, and interactions.

CIS 101   **Computer Fundamentals and Applications**   **3 Credits**
Prerequisite: None
This course is an introduction to computers and their use in information processing. Topics include hardware and software concepts, elements of telecommunications, networks, and the Internet. Emphasis is on using computer programs such as word processing, spreadsheets, and data base management, as well as Internet applications.

HIM 200   **Medical Terminology**   **3 Credits**
Prerequisite: None
This course focuses on the development of medical terminology. In addition, students learn to articulate concepts of body systems, components within individual systems, and relationships between systems, for example, the division of the body into body cavities and planes. The remainder of the course applies the terminology of body systems to issues of disease, diagnostic and therapeutic tests, and procedures.

HIM 202   **Introduction to Health Information Management**   **3 Credits**
Prerequisite: None
This course introduces students to the health information management field and the opportunities available for students after graduation. In addition, the course takes an evolutionary view of health information systems. Topics include the systems utilized for HIM departmental functions, the content and types of health records, and the retention and storage of health information. Professional ethics are woven throughout the course and students will be exposed to current issues impacting the field.

HIM 300   **Clinical Classification Systems**   **3 Credits**
Prerequisite: HIM 202, and pre- or co-requisite BIO 310
This course covers the historical development of classification systems for documenting diagnoses and procedures. It focuses on the application of current and future coding systems as well as coding clinical guidelines for diseases and procedures. Both inpatient and outpatient systems will be reviewed. Areas of emphasis include the purpose of coding, accurate application of coding principles, methods to assure data quality, and the impact of coding on prospective payment systems and Diagnosis Related Group (DRG) assignments. Compliance and ethics are stressed in each lesson.

HIM 331   **Legal and Ethical Issues in HIM**   **3 Credits**
Prerequisite: HIM 202
The course covers legal principles and terminology, in general, as well as health records as legal documents, administration of the law, legal aspects of healthcare facilities, medical staff organization, privacy, and security.

HIM 340   **Diagnosis Coding**   **3 Credits**
Prerequisite: HIM 202 and HIM 300
This course is designed to provide more in depth study of diagnosis coding using the International Classification of Diseases (ICD) classification system.

HIM 341   **Procedure Coding**   **3 Credits**
Prerequisite: HIM 202 and HIM 300
This course is designed to provide more in depth study of procedural coding using the International Classification of Diseases (ICD) classification system and the Current Procedural Terminology (CPT) system.

HIM 380   **Reimbursement Methodologies**   **3 Credits**
Prerequisites: HIM 300
This course focuses on payment systems, including those for inpatient and ambulatory care settings, as well as those for psychiatric, hospice, and home health services. Topics include reimbursement and case mix management, revenue cycles, coding compliance requirements, charge-master maintenance, auditing processes, types of insurances, payment systems (e.g., prospective), and various Diagnosis Related Groups. The course also covers accounting principles, budget processes, cost benefit analysis, and healthcare finance.

HIM 440   **Advanced Coding**   **3 Credits**
Prerequisite: HIM 340 and HIM 341
This course provides intermediate and advanced study of International Classification of Diseases (ICD) classification systems, the Current Procedure Terminology (CPT) system, and HCPCS Level II classification systems. Students will demonstrate mastery of coding conventions, coding principles, and official inpatient and outpatient guidelines using case studies.

HIM 441   **Coding Capstone**   **3 Credits**
Prerequisite: HIM 340 and HIM 341 and Co-requisite: HIM 440
This course is designed to allow students the opportunity to use the skills they have learned throughout their coursework in diagnostic and procedural coding and apply it to experiential learning through virtual and/or field-based coding practice (minimum 40 hours authentic coding).