

Name: _____

ID: _____

Date: _____

Advisor Contact: _____

Major Requirements: 34 units

A grade of "C" or better is required in the following courses

Certificate of Achievement (F.4627.CA)	C-ID	Units	Completed	In Progress	Planned
BIOL 5, Human Biology OR (BIOL 5 may be substituted with BIOL 24, or BIOL 20 & 22/BIOL 21A & 21B)	BIOL 110B BIOL 120B BIOL 115S	4-9			
CIT 15, Computer Concepts		3			
HIT 1, Introduction to Health Information Management		3			
HIT 4, Disease Process		3			
HIT 5, Introduction to Coding		3			
HIT 6, Coding and Reimbursement		3			
HIT 10, Medical Terminology		3			
HIT 11, CPT Coding		3			
HIT 14, HIM Technology and Systems		3			
*HIT 15, Medical Coding Directed Practice		1			
HIT 16, Healthcare Reimbursement		2			
MA 2, Pharmacology		3			

**Prior to placement in a healthcare facility for HIT 15, a background check MUST be completed.*

PROGRAM DESCRIPTION:

The medical coding certificate program prepares students for a position as a coder in a hospital, physician office, clinic, long term care facility, and other healthcare settings. Coders review patient health information, extract data, and ensure appropriate codes are assigned for billing, internal and external reporting, research and regulatory compliance.

Admission Policy:

Students must have a high school diploma, or the equivalent (such as the California High School Proficiency Examination or GED), or, if not a high school graduate, students are at least 18 years of age.

Submit an admissions application to Fresno City College, www.fresnocitycollege.edu.

A grade of C or higher is required in all courses in the certificate.

Estimated expenses for the Medical Coding Certificate Program:

Description	Fee
FCC Admission & Registration Fees (see current FCC catalog for any)	\$1,380 (30 units x \$46/unit)
California State Mandated Health Fee	\$20 per semester
Parking Permit fee	\$30 per semester
Books and school supplies	\$1,000
Background Check	\$80

THE FUNCTIONS OF THE MEDICAL CODER INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- Ensure the quality of medical records by verifying their completeness, accuracy, and proper entry into computer systems.
- Code symptoms, diseases, operations, procedures and other therapies according to recognized classification systems.
- Maintain and utilize a variety of health information computer applications including electronic health records, data abstracting, chart deficiency, coding, and registries.
- Query physicians when code assignments are not straightforward or documentation in the record is inadequate, ambiguous, or unclear for coding purposes.
- Keep abreast of coding guidelines and reimbursement reporting requirements.
- Participate in special projects related to coding education and training.
- Provide data to the health care facility staff in patient care evaluation, utilization review, planning, and research activities.
- Supervise health information service activities such as: data analysis, coding, and data quality and reporting.

Typically, individuals with a certificate in Medical Coding work in a hospital Health Information Management Department, but many work for physician groups, insurance companies, ambulatory care centers, and health information services vendors,

Successfully completing the program allows students to apply to take the AHIMA national qualifying examination for certification as a Certified Coding Associate (CCA).

According to the AHIMA 2012 Salary Survey, the average salary for a CCA is \$40,930. Salary will vary depending on the type, size, and geographic location of the healthcare organization. AHIMA reports professional coders with certification as a Certified Coding Specialist (CCS) have an average salary of \$53,862 -

http://library.ahima.org/xpedio/groups/public/documents/ahima/bok1_050798.pdf.

Where can I get further information?

For more information, students should attend or view online a Nursing & Allied Health Information Session and talk to an Allied Health Counselor. Call the Allied Health, Physical Education, & Athletics Division office, at (559) 244-2604, for more information. Or students may contact the Director of the HIT Program at (559) 244-2641.

- Dictionary of occupational titles (D.O.T. 079.367-014)
- Occupational Outlook Handbook (p. 212 in 1994-95 edition)
- American Health Information Management Association, 233 N. Michigan Ave., 21st Floor, Chicago, IL 60601-5800 • (312) 233-1100 • [American Health Information Management Website link](#)

Semesters Medical Coding certificate courses may be offered:

Courses offered only in the fall semester:	Courses offered only in the spring semester:	Courses offered in fall and spring semesters:
HIT 14	HIT 11 HIT 15	HIT 1, 4, 5, 6, 10 BIOL 5 CIT 15 MA 2