MEDICAL CODING
DIPLOMA – 44 CREDITS

About this program

M State's Medical Coding program provides students with the training necessary to assign medical diagnoses and procedure codes to patient records utilizing nationally recognized classification systems. These codes are used for medical billing, research, reporting, statistics and administrative purposes. Graduates of the program are eligible to take national coding certification examinations such as the Certified Coding Associate (CCA) or the Certified Professional Coder (CPC).

Program outcomes

1. Apply HIM knowledge in the collection, maintenance and reporting of data for organizational and regulatory needs and requirements.

2. Demonstrate effective written and oral communication.

3. Apply privacy, security and compliance standards to health information.

4. Summarize and evaluate revenue cycle management.

5. Apply health information management knowledge to promote ethical standards of practice.

6. Determine diagnoses and procedure codes and groupings according to official guidelines.

7. Apply knowledge of medical terminology, anatomy and physiology, pathophysiology, pharmacology, and computer concepts and applications.

8. Utilize technology for coding and other health information management applications.

Curriculum overview

Crds	Requirement type
41	Required courses
3	Restricted electives in courses
44	**Total**

Developmental courses note: A student may be required to enroll in developmental courses in reading, writing and math. A student's scores on the Accuplacer assessment will determine enrollment in developmental courses. The purpose of developmental courses is to prepare students for the demands of a college-level curriculum. *Credits may vary.*

Accreditation: Minnesota State Community and Technical College is accredited by the Higher Learning Commission, a regional accreditation agency recognized by the U.S. Department of Education. The Higher Learning Commission 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604-1411 http://www.ncahigherlearningcommission.org Phone: 312.263.0456 / 800.621.7440

Curriculum requirement details

Required courses

Course	Crds
BIOL1170 - Essentials of Human Anatomy and Physiology	4
BUS1100 - Business Computers	3
ENGL1101 - College Writing	3
HITM1151 - Introduction to Health Information Management	3
HITM1155 - Medicolegal Aspects	3
HITM1165 - Information Systems in Health	3
HITM1236 - Essentials of Medical Coding	2
HITM2224 - Inpatient Procedure Coding	2
HITM2230 - Medical Science for Health Information Professionals	3
HITM2237 - Outpatient Procedure Coding	2
HITM2264 - Revenue Cycle Management	3
HITM2283 - Intermediate Diagnosis Coding	3
HITM2286 - Advanced Medical Coding	3
HITM2302 - Medical Coding Exam Review	1
HLTH1116 - Medical Terminology	3

Other requirements or restricted electives

3 credits from one or more of these Courses:

Course title	Credits
COMM1120 - Introduction to Public Speaking	3
COMM1130 - Small Group Communication	3
COMM1140 - Interpersonal Communication	3

Course summaries

BIOL1170 - Essentials of Human Anatomy and Physiology .... *(4 credits)*
Meets MnTC Goal Area 3. This course introduces students to the structure and function of the human body using an organ system approach. Beginning with the levels of biological organization, study will proceed through the following organ systems: integumentary, skeletal, muscular, nervous, sensory, endocrine, cardiovascular, lymphatic and immune, respiratory, digestive, urinary, and reproductive systems. This course is open to all students desiring a greater understanding of human anatomy and physiology; however, it is specifically designed for students pursuing health care-related programs such as Pharmacy Technology and Massage Therapy. This course contains a lab-like component.

Prerequisites:

- Successful completion of or assessment into ENGL 1101.

BUS1100 - Business Computers .... *(3 credits)*
Students will utilize business computer software applications including word processing, spreadsheets, databases and presentation software to solve business problems, emphasizing professional design and organization. Additional topics include basic computer hardware, computer security and ethics, privacy concerns and professional communication standards.

ENGL1101 - College Writing .... *(3 credits)*
Meets MnTC Goal Area 1. This is an introductory writing course designed to prepare students for later college and career writing. The course focuses on developing fluency through a process approach, with particular emphasis on revision. Students will consider purpose and audience, read and discuss writing and further develop their own writing processes through successive revisions to produce polished drafts. Course work will include an introduction to argumentative writing, writing from academic sources and a short research project.

Prerequisites:

- Completion of ELL1080, ENGL0096, or ENGL0097 with a grade of C or higher OR placement into college-level English.

HITM1151 - Introduction to Health Information Management .... *(3 credits)*
This course is an introduction to the delivery of health care in the United States and the health information management profession.

HITM1155 - Medicolegal Aspects .... *(3 credits)*
This course focuses on the application of legal principles, policies, regulations and standards for the control and use of health information.

Prerequisites:

- HITM1151

HITM1165 - Information Systems in Health .... *(3 credits)*
This course provides an introduction to computer use in health care and health information management. It focuses on electronic health records and other computer systems used in health care.

Prerequisites:

- BUS1100
- HITM1151

HITM1236 - Essentials of Medical Coding .... *(2 credits)*
This course will introduce the student to coding and classification systems used in the delivery of healthcare, along with the basic rules and regulations of coding.

HITM2224 - Inpatient Procedure Coding .... *(2 credits)*
This course is a continuation of coding guidelines using current procedural classification systems. Students will practice assigning procedure codes to clinical information found in an inpatient healthcare record while maintaining ethical coding standards.

Prerequisites:

- BIOL1170
- HITM1236
- HLTH1116

HITM2230 - Medical Science for Health Information Professionals .... *(3 credits)*
This course provides students with an understanding of fundamental concepts of pathological conditions and therapeutics associated with multiple medical conditions. A working knowledge of the nature and cause of disease processes, including etiology, signs, symptoms and diagnostic evaluation, is covered. Appropriate treatment modalities are covered for each body system, including pharmacological, preventative, palliative, therapeutic and surgical. This allows health information professionals to apply diagnosis and treatment knowledge to code assignment according to current guidelines.

Prerequisites:

- BIOL1170
- HLTH1116

HITM2237 - Outpatient Procedure Coding .... *(2 credits)*
This course is a continuation of coding guidelines using current procedural classification systems. Students will practice assigning procedure codes to clinical information found in outpatient healthcare records while maintaining ethical coding standards.

Prerequisites:

- BIOL1170
- HITM1236
- HLTH1116

HITM2264 - Revenue Cycle Management .... *(3 credits)*
This course covers the current revenue cycle systems that are used in the health care industry from initial patient encounter to receipt of payment.

Prerequisites:

- HITM1151
- HITM1220
- MATH0085

HITM2283 - Intermediate Diagnosis Coding .... *(3 credits)*
This course is a continuation of coding guidelines using the current International Classification of Diseases. Students will practice assigning diagnosis codes to clinical information found in a health record while maintaining ethical coding standards.

Prerequisites:

- BIOL1170
- HITM1236
- HLTH1116

HITM2286 - Advanced Medical Coding .... *(3 credits)*
This course provides advanced cases for students to code utilizing various classification systems, with added emphasis on evaluating and auditing code assignment.

Prerequisites:

- HITM2224
- HITM2237
- HITM2283
- MATH0085

HITM2302 - Medical Coding Exam Review .... *(1 credits)*
This course assists students in the development of a personal plan to prepare for a nationally recognized medical coding certification exam. This course is taken during a student's final semester.

Prerequisites:

- Instructor Permission Required

HLTH1116 - Medical Terminology .... *(3 credits)*
This course covers prefixes, suffixes and root words used to compose medical terms. The student learns to spell, pronounce, define, analyze and formulate terminology related to body structure, disease, diagnosis and treatment. Medical abbreviations are also included.

COMM1120 - Introduction to Public Speaking .... *(3 credits)*
Meets MnTC Goal Area 1. This course clarifies the process of oral communication, clarifies the basic principles of public speaking and allows the student to increase the application of these principles while both speaking and listening.

COMM1130 - Small Group Communication .... *(3 credits)*
Meets MnTC Goal Areas 1 and 2. This course focuses on communication issues in small groups and the importance of small group work in business today. An emphasis will be placed on improving communication skills for successful teamwork, group cohesiveness and the responsibility to group goals and tasks. Students will be provided with opportunities to build their group communication skills through practice.

COMM1140 - Interpersonal Communication .... *(3 credits)*
Meets MnTC Goal Area 1. This course will focus on improving students' abilities to communicate effectively in one-to-one dyadic encounters by providing experience-based instruction. Extensive in-class and out-of-class analyses allow the student to examine his/her own and others' informal social interactions. The long-term goal is for the student to apply interpersonal communication theories to daily interactions and draw his/her own conclusions about the effectiveness of interpersonal communication.

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Program Plan — "Primary"
Locations: Online

1st Fall Term (15 credits)

Courses

Course	Crds
BIOL1170 - Essentials of Human Anatomy and Physiology	4
ENGL1101 - College Writing	3
HITM1151 - Introduction to Health Information Management	3
HITM1236 - Essentials of Medical Coding	2
HLTH1116 - Medical Terminology	3

1st Spring Term (16 credits)

Courses

Course	Crds
HITM1155 - Medicolegal Aspects	3
HITM2224 - Inpatient Procedure Coding	2
HITM2230 - Medical Science for Health Information Professionals	3
HITM2237 - Outpatient Procedure Coding	2
HITM2283 - Intermediate Diagnosis Coding	3

3 credits in one or more of the following:

COMM1120 - Introduction to Public Speaking	3
COMM1130 - Small Group Communication	3
COMM1140 - Interpersonal Communication	3

2nd Fall Term (13 credits)

Courses

Course	Crds
BUS1100 - Business Computers	3
HITM1165 - Information Systems in Health	3
HITM2264 - Revenue Cycle Management	3
HITM2286 - Advanced Medical Coding	3
HITM2302 - Medical Coding Exam Review	1