

Admission Guide for the Technical Certificate in Medical Information Coder/Biller

The best start cycles for this program are Fall and Spring Terms

Term 1: Fall, Term 2: Spring, Term 3: Summer and Term 4: Fall OR

Term 1: Spring, Term 2: Summer, Term 3: Fall and Term 4: Spring

Please [check](#) for any enrollment updates

Program Description: This certificate prepares students for entry-level employment as medical coders and health insurance specialists. The medical coder is responsible for assigning correct diagnostic and procedural codes to medical documentation from patients' medical records to ensure appropriate medical insurance reimbursement and compliance. The Medical Information Coder/Biller program content is comprehensive, covering both inpatient and outpatient coding and documentation principles. Coding and Billing professionals work in a multitude of settings throughout the healthcare industry including hospitals, physician offices and clinics, long-term care facilities, insurance companies, government agencies and home care providers.

The Medical Information Coder/Biller is an open-entry program with courses offered online. Students may start the program any semester, however, core courses may not be offered every term. It is recommended that before starting the Technical Certificate that students meet with an Advisor to discuss placement into core courses. To complete the Technical Certificate in four semesters, it is recommended to start in the Fall or Spring term. **The credits in this certificate program apply toward the Health Information Technology Associate in Science Degree.**

Enrollment Checklist:

1. Read about Medical Info Coder/Biller [program requirements](#), and the Valencia [Catalog](#); read this program guide in its entirety to confirm you are capable of meeting the Core Performance Standards listed in this guide.
2. Must be a U.S. Citizen a U.S. permanent resident or an International Student.
NOTE: *All individuals who have DACA, Temporary Protection Status, Refugee, Asylee status, etc. must complete the [Employment Authorization Document](#) (EAD) prior to submitting application.*
3. Attend a Health Sciences Information Session (**strongly recommended**). Information Session dates are posted on the Health Sciences website: valenciacollege.edu/health.
4. Must be at least 18 years of age at program start.
5. Submit a completed [Valencia Application](#) for Admission, click on **Future Students, Admissions**, and pay the \$35 application fee; satisfy the requirements for [Degree-Seeking Status and be in Active Student Status](#).
6. Submit **all official transcripts** from all institutions (include High School transcripts or GED score report). Students using AP/IB/CLEP scores to satisfy one or more courses must request official scores from collegeboard.org (AP/CLEP) or ibo.org (IB).
***Note: If you are a transfer student and are not considered "first time in college," you are not required to submit a high school transcript.**
7. For your official Valencia record (either via your Valencia application or a Change of Program/Major form in Atlas), declare the Medical Information Coder/Biller Technical Certificate (TC) as a program of study.
8. Once the Medical Information Coder/Biller Technical Certificate (TC) displays in your Atlas "Academic Profile," register online via your Atlas account for the Medical Information Coder/Biller Program courses assigned to each term and connect with your assigned Career Program Advisor for program and registration assistance.

CERTIFICATION: The Medical Information Coder/Biller Certificate prepares students for the Certified Coding Associate (CCA) Credential.

GENERAL TECHNICAL CERTIFICATE MEDICAL INFO CODER/BILLER INFORMATION

The Health Sciences Program Guides, of which this is one, are developed for a specific academic year (August to July) and, as a rule, changes to admission and program requirements become effective at the start of an academic year; however, **Valencia College reserves the right to make changes in admission and program requirements as circumstances require.** If a mid-year change becomes necessary, it will be indicated for the specific program on the [Program Updates](#) page.

To enroll in the Medical Information Coder/Biller Program, you must be a U.S. citizen, permanent resident or International Student. *All individuals who have DACA, Temporary Protection Status, Refugee, Asylee status, etc. must complete the [Employment Authorization Document](#) (EAD) prior to submitting application.*

All communication from Valencia relative to enrollment in the Medical Information Coder/Biller Program will be via your Atlas e-mail address. Written communication you initiate with Valencia staff should also be via your Atlas e-mail and should include your first and last names and your Valencia ID number.

PROGRAM COURSE OFFERING SEQUENCE

The outlined courses in this Technical Certificate must be taken in the terms specified, as this is due to the courses being offered in only those semesters for Coder/Biller. The credits in this certificate program apply toward the Health Information Technology Associate in Science Degree (limited-access; has a separate admission and application process).

Term 1: Fall (9 Credits)	Term 1: Spring (9 Credits)
HSC1531 HIM1453 CGS1060C/2100C	HSC1531 HIM1453 CGS1060C/2100C
Term 2: Spring (10 Credits)	Term 2: Summer (10 Credits)
HIM1000 HIM2222C HSC1149 HIM1430	HIM1000 HIM2222C HSC1149 HIM1430
Term 3: Summer (9 Credits)	Term 3: Fall (9 Credits)
HIM1012 HIM2253 HSA1100	HIM1012 HIM2253 HSA1100
Term 4: Fall (9 Credits)	Term 4: Spring (10 Credits)
HIM1110 HIM2729C HIM2810L	HIM1110 HIM2729C HIM2810L

Students who enroll for either the Fall-to-Fall sequence or Spring-to-Spring sequence, and successfully complete all courses, will complete the TC program in 4 terms.

For more information about certificate courses, visit the [College Catalog](#)

MEDICAL INFORMATION CODER/BILLER CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION

Medical Information Coder/Biller is a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements. Based on these requirements, the following list of "Core Performance Standards" has been developed. Each standard has an example of an activity or activities, which a student will be required to perform while enrolled in the Medical Information Coder/Biller Program. These standards are a part of the Medical Information Coder/Biller courses and of the role expectation of a Medical Information Code/Biller professional.

For the Medical Information Coder/Biller Program, a "qualified individual with a disability is one who, with or without reasonable accommodations or modifications, meets the essential eligibility requirements for participation in the program. The School of Health Sciences at Valencia makes no preadmission inquiries concerning an applicant's disability status. Information related to an applicant's disabilities is not a part of the information reviewed by the Admission Committee.

These Performance Standards should be used to assist students in determining whether accommodations or modifications are necessary for the student to meet program requirements. A student who identifies potential difficulties with meeting the Performance Standards should communicate his/her concerns to an advisor in the Office for Students with Disabilities. The student has the responsibility to identify and document the disability and to request reasonable and appropriate adjustments. Determination is made on an individual basis as to whether any accommodations or modifications can be reasonably made.

Program Outcomes: Perform entry level skills competently as described by the scope of practice for Medical Coder/Biller.

Valencia is an Equal Opportunity Institution: <http://valenciacollege.edu/HR/EqualAccessEqualOpportunity.cfm>

ISSUE	STANDARD	EXAMPLES OF REQUIRED ACTIVITIES (NOT ALL INCLUSIVE)
Critical Thinking	Critical thinking ability sufficient for safe clinical judgment. Ability to make fast decisions in stressful situations in a professional manner	* Identify cause-effect relationships in clinical situations, and display good coping mechanisms.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	* Establish rapport with patients, families, and colleagues.
Communication	Communication abilities sufficient for interaction with others in verbal and written form.	* Report data using appropriate data presentation techniques, and effective oral and written communication skills.
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces.	* Move around workspaces, file rooms and office areas.
Motor Skills	Gross and fine motor abilities sufficient to keyboard, file, and code.	* Use equipment, computers and encoders programs.
Hearing	Auditory abilities sufficient to monitor and assess health needs.	* Hear phones, alarms, emergency signals, and cries for help.
Visual	Visual ability sufficient for observation and assessment necessary in care of client records.	* Prepare and process health information accurately.
Tactile	Tactile ability sufficient for processing health data.	* Perform filing, coding and preparing reports.