

## 2019-2020 Program Guide for the Technical Certificate in Medical Information Coder/Biller

The start cycle for this program is Spring Term

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

Please [check](#) for any enrollment updates

The Medical Information Coder/Biller is an open-entry program with courses offered online. This certificate program may be completed in three semesters when applicable course prerequisites are completed before starting core program courses. 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. In order to complete the Technical Certificate in three semesters it is recommended to start the program in the spring term after completing the course prerequisites in prior terms. The credits in this certificate program apply toward the Health Information Technology Associate in Science Degree.

### Admission Checklist:

- \_\_\_ 1. Read about Medical Information Coder/Biller program requirements at [valenciacollege.edu/health](http://valenciacollege.edu/health) and the Valencia Catalog <http://valenciacollege.edu/catalog/>; read this program guide in its entirety.
- \_\_\_ 2. Must be a U.S. Citizen a U.S. permanent resident or an International Student.
- \_\_\_ 3. Attend a Health Sciences Information Session (**strongly recommended**). Information Session dates are posted on the Health Sciences website: [valenciacollege.edu/health](http://valenciacollege.edu/health).
- \_\_\_ 4. Must be at least 18 years of age at program start.
- \_\_\_ 5. Submit a completed Valencia Application for Admission on Valencia's website at <http://valenciacollege.edu/>, click on **Future Students**, then **Admissions**, and pay the application fee; submit official transcripts and be in active student status.
- \_\_\_ 6. 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.
- \_\_\_ 7. 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.

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

The Schools of Allied Health and Nursing provide information about specific admission criteria for Health Sciences programs. 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 in the information for the specific program on at <http://valenciacollege.edu/west/health/admissionupdates.cfm>.

To enroll in the Medical Information Coder/Biller Program, you must be a U.S. citizen, permanent resident or International Student.

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.

## **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 purpose of 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.

<b>ISSUE</b>	<b>STANDARD</b>	<b>EXAMPLES OF REQUIRED ACTIVITIES (NOT ALL INCLUSIVE)</b>
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.

**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.

**Program Requirements:** The Medical Information Coder/Biller is an open-entry program with courses offered online. This certificate program may be completed in three semesters when applicable course prerequisites are completed before starting core program courses. 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. In order to complete the technical certificate in three semesters it is recommended to start the Medical Information Coder/Biller program in the spring term after completing the course prerequisites in prior terms. The credits in this certificate program apply toward the Health Information Technology Associate in Science Degree.

**Program Outcomes:** Perform entry level skills competently as described by the scope of practice for Health Information Technology.

**Curriculum Sequence:** Term 1: Spring, Term 2: Summer and Term 3: Fall