

Medical Coder Certificate Program

Thank you for your interest in obtaining information about our program. This guide provides information regarding the Medical Coder Certificate Program.

Education and training is key to becoming a skilled and successful medical coder. The Dallas College School of Health Sciences’ Medical Coder Program is a college credit certificate program consisting of 32 credit hours. It provides training in coding and classification systems, medical terminology, anatomy and physiology, health information systems, legal and ethical standards in health care, as well as reimbursement methodologies

Upon completion of the program, you will have the skills needed to work in entry-level coding positions in a variety of healthcare settings and prepare for the medical coder certification exams. Certification represents your expertise as a coder which can increase your income and job opportunities in the medical coding field.

Medical coding certification exams are administered by American Health Information Management Association (AHIMA) and American Academy of Professional Coders (AAPC).

Medical coder certifications include Certified Coding Associate (CCA), Certified Coding Specialist (CCS) administered by AHIMA and the Certified Professional Coder (CPC) exam administered by American Academy of Professional Coders (AAPC).

Equal Educational Opportunity

Educational opportunities are offered by Dallas College without regard to race, color, age, national origin religion sex, disability, or sexual orientation.

**DISCLAIMER**:

* The Medical Coder Certificate program does not guarantee job placement in hospitals, medical offices, medical coding and billing offices or other relevant health care settings.
* Additionally, the program does not prepare students for starting a home/office coding business.

**Admission Requirements:**

1. Complete application for admission to a Dallas College. (available online)
   1. Applicants to the Medical Coder Program must meet [college admission requirements](https://www1.dcccd.edu/catalog/GeneralInfo/AdmissAssessAdvEnroll/require.cfm?loc=econ) of Dallas College, as outlined in the college catalog.
   2. Applicants must have earned either a high school diploma or General Education Development, GED, certificate.
2. Submit official transcripts from all colleges and universities attended to the Admissions Office.
   1. Official transcripts must be sent from the applicant’s previous colleges to [Admissions/Registrar’s Office.](https://www.dcccd.edu/admissions/pages/admissions-offices.aspx)
   2. All official transcripts from all colleges attended must be submitted PRIOR to applying to the program. Transcripts from Dallas College campuses are not required
3. Student pursuing this certificate are waived from the Texas Success Initiative (TSI) standards but must meet course prerequisites.
4. Five-Year Time Limit: Any previous coursework that is being presented for transfer as prerequisite or general support courses for the Medical Coder Certificate Program must have been completed less than five years prior to the start of the class for which you are applying.
   1. No coursework will be accepted from a college outside of the United States.
   2. ***Dallas College reserves the right to accept or reject any coursework completed at other colleges and/or outside the five year time limit presented for transfer evaluation toward the Medical Coder Program and will be at the discretion of the program coordinator.***
5. Initial Advisement: Students pursuing the Medical Coder Program who are either new to the college experience and/or need assistance with registration for prerequisite courses, should consult a student success coach located at [Student Coaching (Advising) Centers](https://www.dallascollege.edu/resources/success-coaching/pages/centers.aspx), [virtual](https://www.dallascollege.edu/admissions/registration/pages/group-advising-reg.aspx) [advising services,](https://www.dallascollege.edu/admissions/registration/pages/group-advising-reg.aspx) by email, [successcoach@dcccd.edu](mailto:successcoach@dcccd.edu) or by calling 972-669-6400 .
6. Download the Information Packet. Review the information in the Medical Coder Program information packet in coordination with the online information session.
7. Complete an online program information session at the college website in its entirety. This is **MANDATORY** to apply to the School of Health Sciences Medical Coder Program.
   1. At the end of the session, you will be directed to complete a questionnaire over the information provided.
8. Submit a completed program application form in either of the following ways:

* Electronically scanned and email to [sbaker@dcccd.edu](mailto:sbaker@dcccd.edu) as pdf documents.
* Mail it to the following address: Dallas College

Brookhaven Campus School of Health Sciences Attention: Sheila K. Baker 3939 Valley View Lane Farmers Branch, TX 75244

1. Registration for summer and fall courses begins in mid-April and registration for spring courses begins in mid-November each year. *Enrollment is on a first come first serve basis and courses fill up. Early registration is advised.*
2. For successful preparation and future employment in a healthcare setting, you are required to have the following items.
   1. Social Security Number (international students are advised to contact the Dallas College Multicultural Center, Building S, Room S136, concerning this requirement.)
   2. Valid ID with photo
3. If you have any questions or concerns regarding courses for which you should register or would like to meet with a success coach to help you register for classes, please contact [Success Coaching.](https://www.dallascollege.edu/resources/success-coaching/pages/default.aspx)

**Program Sequence** (refer to curriculum on next page)**:**

Courses are scheduled in a particular sequence and should be strictly adhered to. Knowledge, skills and practices are developed throughout each course and build upon each other, moving from the simple to the complex.

* You may enroll in classes either as full time or part time.
* Prerequisite courses are offered in the fall, summer, and spring semesters. Enrollment is on first come first serve basis.
* Please check the college website for schedule of course offerings each semester.
* All courses in the curriculum are offered online; On-site courses are offered as needed.
* The following prerequisite courses must be completed with a 75,“C”, or better in each course before enrolling for the HITT 2330 and HITT 1341 courses in the first semester.
  1. POFI 1301 Computer Applications I (***please enroll in specific sections listed for the Medical Front Office/Medical Coder programs each semester in the course catalog*)**
  2. MDCA 1313 Medical Terminology
  3. MDCA 1409 Anatomy and Physiology for Medical Assistants (at the discretion of the Program Coordinator, the combination of SCIT 1407 and SCIT 1408 OR the combination of BIOL 2401 and BIOL 2402 if completed within five years of program start date may be substituted for MDCA 1409)
* HITT 1301 can be taken along with the prerequisite courses.
* HITT 1311 and HITT 1253 can be taken along with either Semester I or II courses.
* Students cannot enroll in HITT 1341 Coding and Classification Systems prior to completing MDCA 1313, and MDCA 1409 with a 75, “C”, or better.
* Students cannot enroll in HITT 1342 Ambulatory Coding prior to completing HITT 1341 with a “C” or better.
* Students cannot enroll in HITT 2335 Coding and Reimbursement Methodologies prior to completing HITT 1341 and HITT 1342 with a passing score of 75 “C” or better.
* Students cannot enroll in the final capstone course - HITT 2246 Advanced Medical Coding prior to completing HITT 1341 and HITT 1342 with a 75, “C”, or better (can be concurrently enrolled in HITT 2335).
* HITT 2246 will be offered each spring and summer semester starting AY 22-23.
* All courses in the program must be completed with a minimum score of 75 “C” to be eligible to enroll in the next classes and to obtain the certificate. If a grade of D or F is earned, the student must repeat that course to complete the program.

**Please note: Your academic records will be checked for courses you have registered for, and you will be dropped from any course that you have enrolled in prior to meeting the above requirements and course prerequisites.**

# Medical Coder Certificate Program

The Medical Coder Certificate Program is a college credit certificate program consisting of 32 credit hours.

* Upon program completion, students will have the entry level skills needed for the health information management industry as a medical coder in a variety of health care settings.
* Successful completion of this Medical Coder certificate program provides a foundation for students to prepare and take the following certification exams:
  + Certified Professional Coder, CPC, exam administered by AAPC
  + Certified Coding Associate, CCA, exam administered by AHIMA
  + Certified Coding Specialist, CCS, exam administered by AHIMA

|  |  |  |  |
| --- | --- | --- | --- |
| **Prefix** | **Number** | **Course Name** | **Credit Hours** |
| **Prerequisites** |  | Computer Applications I Medical Terminology Anatomy & Physiology  **Total** |  |
| POFI | 1301 | 3 |
| MDCA | 1313 | 3 |
| MDCA | 1409 | 4 |
|  |  | **10** |
| **Semester I** |  | Health Data Content & Structure Pathophysiology & Pharmacology Coding & Classification Systems  **Total** |  |
| HITT | 1301 | 3 |
| HITT | 2330 | 3 |
| HITT | 1341 | 3 |
|  |  | **9** |
| **Semester II** |  | Health Information Systems  Legal & Ethical Aspects of Health Information Management  Ambulatory Coding  **Total** |  |
| HITT | 1311 | 3 |
| HITT | 1253 | 2 |
| HITT | 1342 | 3 |
|  |  | **8** |
| **Semester III** |  | Coding & Reimbursement Methodologies Advanced Medical Coding\*  **Total** |  |
| HITT | 2335 | 3 |
| HITT | 2246 | 2 |
|  |  | **5** |
|  |  | **Program Total** | **32** |

***\*HITT 2246 Advanced Medical Coding is the capstone course for this program.***

### Estimated Expenses

* The tuition is charged according to the number of credit hours for which a student enrolls and location of legal [residency](https://www.dcccd.edu/admissions/application/pages/residency.aspx).
* Tuition includes textbook costs through the [IncludEd Program](https://www.dallascollege.edu/resources/books/pages/included.aspx). *These and other fees stated are subject to change.*
* A [Tuition Payment Plan](https://www.dcccd.edu/paying-for-college/payments/pages/payment-plans.aspx) option is available through the Dallas College Business Office.

### Tuition and Learning Materials

Dallas County Resident = $79 per credit hour Out-of-County Resident = $135 per credit hour

Out-of-State/ International Resident = $200 per credit hour

|  |  |  |  |
| --- | --- | --- | --- |
| **Prerequisites, Semesters I, II & III** | **Dallas County Resident** | **Out-of- County Resident** | **Out-of-State/ International** |
| Tuition/ Learning Materials  (32 credit hours x per credit hour)  **Estimated Cost** | $2,528 | $4,320 | $6,400 |

Financial Aid: Determine financial needs. See financial aid counselor for questions, if needed. ***Apply early for the next semester!*** Early application assures availability of funds, if qualified, and allows the Financial Aid and Scholarships Office to prepare a realistic financial aid package

Financial aid information may be obtained by visiting the [Financial Aid](https://www.dcccd.edu/paying-for-college/financial-aid/pages/default.aspx) page of the Dallas College catalog. Additionally, email questions to [**FinancialAid@dcccd.edu**](mailto:FinancialAid@dcccd.edu). Following application submittal, allow an 8-to-10-week period for processing.

**NOTE: Program guidelines are subject to change. Students are advised to obtain the latest program information packet by visiting the Dallas College program website or contacting the program coordinator and/or advisor.**

# Medical Coder Certificate Program

## Mission Statement

Our Mission as the Dallas College Medical Coder Certificate Program in the School of Health Sciences is to provide a high-quality education and skills in a respectful and inclusive environment that builds a foundation for a successful career in Medical Coding.

## Program Objectives

1. Equip students with the sound knowledge of accurately assigning ICD-10-CM/PCS, CPT and HCPCS codes for diagnoses, procedures, and services according to coding guidelines.
2. Prepare students for successful completion of the Certified Coding Associate (CCA), certification exam administered by American Health Information Management Association (AHIMA) and establish a solid foundation in preparation for other coding certification exams.
3. Instill the proficient application of coding guidelines, coding software and other medical coding resources that will contribute to successful placement as an entry-level medical coder.
4. Develop students into medical coders with the ability to effectively communicate, establish relationships and be active contributors to the Health Information Management industry.

The Medical Coder certificate program is conducted by the Dallas College School of Health Sciences as a contribution to the health education needs of the community it serves.