# Albany State University

## DARTON COLLEGE OF HEALTH PROFESSIONS

# Health Sciences Division

# Medical Billing & Coding Application Packet

# Certificate in Medical Coding (0563)

### *What do medical coders do?*
*Medical Coders* review patient medical records and assign numeric codes for each diagnosis & procedure. The codes are then used for reimbursement for healthcare services. The Medical Coding Certificate Program is designed to prepare students for entry-level coding positions. Coders are employed in a wide variety of healthcare settings, both inpatient & outpatient.

### *What does this education do for me?*
Graduates of the Medical Coding Certificate Program are eligible to sit for the CCA (Certified Coding Associate) examination, a nationally recognized credential sponsored by the American Health Information Management Association (AHIMA), 233 N. Michigan Avenue, 21st Floor, Chicago, IL 60601-5809, http://www.ahima.org. Having this credential shows prospective employers that the student has specific entry-level coding skills & pride in accomplishment.

### *Is there an admission process?*
The Medical Coding Certificate Program begins once a year during the fall semester. Applications must be received by June 1st to be considered for admission into the program.

**For full consideration of admission to the Medical Coding Certificate Program, students must:**

1. Have completed all Learning Support Area requirements (if applicable).
2. Have completed all general education courses (see curriculum).
3. Complete a program application & submit it to the Program Director by June 1st.
4. Have a minimum GPA of 2.5.
5. Have a computer/computer access that meets all of the requirements of GeorgiaView. These can be found on the ASU home page by going to Students, Distance Learning, Student Resources, and then System requirements. Students will also have to go to "Browser Check."

<u>**Additional Requirements**</u>:

1. To continue in any Health Information Technology program, a "C" is required in all HITE courses. If a student fails to make a "C" or better in any HITE course, and it is the student's first failure, the student may reapply to the particular Health Information Technology program. All of the student's previous HITE coursework will be evaluated by the Program Director, and the Program Director will make the decision as to which courses should be repeated. More than one "W", "D" or "F" in any HITE course will result in permanent dismissal from the program. (This may be two courses or failure in the same course twice).
2. Because of the nature of the profession, the student is required to sign and abide by a statement that the student will honor the confidential nature of medical records (HIPAA). A charge of breach of confidentiality will be reason for immediate dismissal from the program.
3. Once enrolled in the program, failure to satisfactorily complete the course work (see #1 above), or the exhibit of unprofessional behavior will result in the student being withdrawn from the program and deemed ineligible for re-admission to the program. Unprofessional behavior is defined as:
   - misrepresentation of self or falsifying information on the program application
   - disruptive or abusive behavior in an online class
   - breach of the confidentiality statement
   - suspicion of cheating will be dealt with in accordance with the Student Handbook Code of Conduct

For questions contact: Misty C. Neal, MBA, RHIA @ (229) 500-2244 or
Misty.Neal@asurams.edu

Health Information Technology
Medical Coding Certificate (0563)

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Medical coders review patient medical (health) records and assign numeric codes for each diagnosis and procedure.

To perform this task, they must possess expertise in the International Classification of Diseases and Current Procedural Terminology Coding Systems. This certification program is designed to prepare the student for an entry-level position as a medical coder, and eligibility to take the national credentialing exam for CCA (certified coding associate).

**Misty C. Neal, MBA, RHIA**
**HIM Program Director**
**West Campus**
**Building J, Room 248**
**(229) 500-2244**

The student must complete all learning support area requirements and be admitted to the coding program before taking any HITE courses. A GPA of 2.5 is required to enter this certificate program, and the student must achieve a grade of "C" or better in all HITE classes. All HITE courses are only offered online.

This online certificate program begins once a year in the fall semester. Applications are accepted no later than June 1st to be considered for admission to the program.

General Education Courses required for Admission into Program:

| | |
|---|---|
| BIOL 2411K Human Anatomy & Physiology I | 4 credit hours |
| BIOL 2412K Human Anatomy & Physiology II | 4 credit hours |
| ALHE 1120 Medical Terminology | 2 credit hours |
| BUSA 2101 Survey of Computer Applications | 3 credit hours |

Fall Semester

| | | |
|---|---|---|
| HITE 2100 | Health Record Content and Structure | 3 credit hours |
| HITE 2400 | Pathophysiology and Pharmacology | 3 credit hours |

Spring Semester

| | | |
|---|---|---|
| HITE 2150 | Coding I | 4 credit hours |

Summer Semester

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|---|---|---|
| HITE 2160 | Coding II | 2 credit hours |

Fall Semester

| | | |
|---|---|---|
| HITE 2170 | Advanced Coding and Reimbursement | 4 credit hours |

# APPLICATION

# ALBANY STATE UNIVERSITY
## Application for Admission to the Medical Coding Certificate Program

For full consideration of admission to the online Medical Coding Certificate Program, the student must:

1. Have completed all Learning Support Area requirements (if applicable).
2. Have completed all general education courses (see curriculum).
3. Complete a program application & submit it to the Program Director by June 1st.
4. Have a minimum GPA of 2.5.
5. Have a computer/computer access that meets all of the requirements of GeorgiaView.

\*It is the responsibility of the applying student to provide the Health Information Technology Program Director with an unofficial transcript of prior coursework and evidence of current GPA. An attached unofficial transcript is considered part of the application. Incomplete applications will not be considered.

**Students are admitted to the online program once a year in the fall semester. Applications must be received no later than June 1st to be considered for admission to the program in the fall semester.**

Read the following information and directions. The answers to the questions should be printed using black ink.

| Name: | ASU Student ID Number: |
|---|---|
| Address: | Phone Number & Personal Email: |

List any colleges/universities/technical schools previously attended, degrees, and GPAs earned:

Have you applied to, been accepted to, or dismissed from any other ASU Health Sciences program or any other Albany State University Program? _____

If so, which one? _____

Have you applied to this program previously? _____ If yes, when? _____

**Medical Coding Certificate Program Essay**

Instructions: This essay is required of all applicants to any HIT program. The essay should be written in the student's own handwriting and does not need to be lengthy. It should explain why the student wants to be a medical coder. You may use the back of the page if necessary. This is the student's opportunity to prove that he/she understands what being a medical coder entails and should explain why the student feels that he/she should be accepted into the program.

I verify that I have completed all the requirements as listed on the first page of this application.

_____I have no questions about being in an online course/program.

_____I would like to ask the following questions:

I have read the program information on the accompanying pages and understand the following:
- the sequencing of courses and the requirements.
- that the certificate program is less than 12 credits per semester.
- that unprofessional behavior could result in being withdrawn from the program and ineligible for re-admission. Unprofessional behavior is defined as, but not limited to:
  - misrepresentation of self or falsification of information on this application.
  - disruptive or abusive behavior in the online class.
  - breach of the confidentiality statement.
  - suspicion of cheating will be dealt with in accordance with the Student Handbook Code of Conduct.

Student's signature signifies that all information given in this application is true.


_____          _____
Signature                                                                          Date


**STATEMENTS OF UNDERSTANDING:**

**Confidentiality**

All healthcare personnel, including students in the Health Information Technology Certificate Programs, who generate, use or otherwise deal with patient-specific information should uphold the patient's right to privacy. In addition, all business information specific to the healthcare facility must also be held in confidence.

I understand and agree that in the performance of my duties as a student in the HIT Certificate Program at Albany State University, I must hold health information as well as organizational information in confidence. This includes information I encounter in the classroom or laboratory. I understand that any violation of confidentiality may result in disciplinary action.


_____          _____
Signature                                                                          Date


**Academic Progress**

By signing this document, I acknowledge my understanding that two unsuccessful attempts in program course work (HITE courses) will render me ineligible for continuation in the Medical Coding Certificate program. A course grade of "D" or "F" is considered an unsuccessful attempt. Withdrawing from an HITE course is also considered an unsuccessful attempt.


_____          _____
Student Signature                                                      Student I.D. Number


_____
Date

Note: This document will be filed in the student folder in the HIT Program files.

# Health Science Student Acknowledgement of Accreditation Status & Employability
## Accreditation and Approvals:

Albany State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, (404)679-4501 to award Associate Degrees.

### *Specific programs of study and their accreditation or approval bodies:*

**1. Dental Hygiene Program –** Accredited by the Commission on Dental Accreditation, a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312)440-2568 or at 211 East Chicago Avenue, Chicago, IL 60611. www.ada.org

**2. Diagnostic Medical Sonography Program** – Accredited by the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS), 6021 University Boulevard, Suite 500, Ellicott City, MD 21043, (443)973-3251.www.jrcdms.org

**3. Emergency Medical Services Program** – Paramedic Program is accredited by the Commission on Accreditation of Allied Health Programs (CAAHEP) 25400 US Highway 19N, Suite 158; Clearwater, FL 33763 (727)210-2350 www.CAAHEP.org upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), 8301 Lakeview Parkway, Suite 111-312, Rowlett, TX 75088 (214)703-8445 www.CoAEMSP.org. Both the AEMT Program and Paramedic Program are approved by the Georgia Office of EMS/Trauma, 2600 Skyland Dr NE; Brookhaven, GA 31319 (404)679-0547 www.dph.georgia.gov/EMS.org

**4. Health Information Technology Program –** Accredited by the Commission on Accreditation for Health Informatics and Information Management Education, 233 N. Michigan Avenue, Chicago, IL 60601-5519, (312)233-1100, www.cahiim.org. This is an agency of the American Health Information Management Association (AHIMA) 233 N. Michigan Ave., Chicago, IL 60601-5519 (312)787-2672 www.ahima.org.

**5. Histotechnology Program** – Accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd., Suite 720, Rosemont, IL 60018-5119 (773) 714-8880. www.naacls.org

**6. Medical Laboratory Technology Program-** Accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, Ill. 60018-5119 Phone: (773) 714-8880, fax: (773) 714-8886. www.naacls.org.

**7.Occupational Therapy Assistant Program -** Accredited by the Accreditation Council for Occupational Therapy Education (ACOTE), The American Occupational Therapy Association, 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449, (301)652-2682. www.acoteonline.org

**8. Physical Therapist Assistant Program** - Accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 No. Fairfax Street, Alexandria, VA 22314, (703) 684-2782. www.capteonline.org

**9. Radiologic Science-** Joint Review Committee on Education in Radiologic Technology (JRCERT) 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182 (312) 704-5300. www.jrcert.org

**10. Respiratory Care Program -** Accredited by the Commission on Accreditation for Respiratory Care (COARC), 1248 Harwood Rd., Bedford, TX 76021 (817) 283-2835. www.coarc.com


**THE FOLLOWING PROGRAMS ARE NOT ACCREDITED AT THIS TIME:**

**PROGRAMS THAT ARE CURRENTLY IN THE INITIAL ACCREDITATION PROCESS:**

**PROGRAMS THAT DO NOT HAVE SPECIFIC PROGRAM ACCREDITATION AGENCIES AT THIS TIME:**
Computed Tomography          Medical Coding          Phlebotomy

*As a Health Science program student at Albany State University, I hereby verify with my signature that I am aware of the accreditation or approval status of the given program that I have been accepted into.*

Printed Name_____Program _____


Signature_____Date_____

### Employability
Albany State University does not offer formalized job placement services or guarantee employment after graduation from any Health Science program. The employability of a Health Science program graduate is dependent on changeable job market factors and variables beyond the control of Albany State University. It is the responsibility of the graduate to secure employment after program completion.

*As a Health Science program student at Albany State University, I hereby verify with my signature that I understand the employability statement as written above.*

Printed Name_____


Signature_____Date_____

*Revised February 2019*