

PENSACOLA STATE COLLEGE

Medical Information Coder/Biller Certificate Admission Packet

Contact Information:

Donna Shumway, Program Director
850-484-2213
dshumway@pensacolastate.edu

Health Admissions
850-484-2210
healthprograms@pensacolastate.edu

Medical Information Coder/Biller Certificate

The Medical Information Coder Biller program provides the student with the technical skills necessary to code medical diagnosis, procedures and services provided for reimbursement in a wide variety of settings including hospital outpatient, ambulatory surgery centers, clinics and physician offices. Upon completion of the program the student will be eligible to sit for the national credentialing examination for the Certified Coding Associate (CCA) credential offered through the American Health Information Management Association (AHIMA). Upon completion of the program students will have the option to progress towards a two-year Associate of Applied Science (AAS) degree in Health Information Management to become a Registered Health Information Technician (RHIT). The Medical Information Coder/Biller Applied Certificate program consists of thirty-four college credit hours that can transfer to the two-year Health Information Management Associates of Applied Science (AAS) degree. Students enrolled in the program must complete the CPR/AIDS/OSHA course or provide required documentation of completion of this course content to the HIM program director of Allied Health Department Head at the Warrington Campus.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage that you contact the Allied Health Department for assistance in planning your program of study.

FREQUENTLY ASKED QUESTIONS

Q: What are the Entrance Requirements?

A. High School/GED & College Transcripts, PERT, GPA2.0

Q: What are the Testing Requirements?

A. College Placement Test (PERT)

Q: What is the Estimated Cost of the Program?

34 college credits @ \$98.05 each (\$3,333.70)

Tuition rates are subject to change, contact Registrar office for current cost.

MEDICAL INFORMATION CODER/BILLER CERTIFICATE
(Proposed changes January 2009)

Q: What is the Recommended Curriculum Sequence?

| <u>FALL TERM</u> | | Credits |
|----------------------------------|--|----------------|
| HSC1531 | Medical Terminology | 3 |
| HIM1000C | Introduction to Health Information Management | 3 |
| BSC1080 | Essentials of Anatomy and Physiology | 3 |
| BSC1080L | Essentials of Anatomy and Physiology Lab | 1 |
| HSC1590W | AIDS/OSHA for Health Professionals | <u>1</u> |
| Total | | 11 |
| | | |
| <u>SPRING TERM</u> | | |
| HSC2550 | Pathophysiology | 4 |
| HIM2282C | Coding and Classification Systems | 3 |
| HIM1442 | Pharmacology | 2 |
| HSC2641 | Health Care Law | <u>3</u> |
| Total | | 12 |
| | | |
| <u>SUMMER TERM</u> | | |
| CGS1570 | Computer Concepts and Applications | 3 |
| HIM2234C | Advanced ICD-9-CM Coding | <u>3</u> |
| Total | | 6 |
| | | |
| <u>FALL TERM</u> | | |
| HIM2253 | Outpatient Reimbursement Methodologies/Third Party | 4 |
| HIM2931 | Special Topics in Health Information Management | <u>1</u> |
| Total | | 5 |
| Total Program Credits | | 34 |

Upon completion, students enrolled in the Health Information Coder Certificate program will have the option to transfer into Health Information Management program A.A.S. Degree.
 Course availability is subject to change.

This publication is to provide general career and program information and is not to be construed as a contract between the student and Pensacola State College. The student is encouraged to work closely with counselors and the department to verify the appropriateness of courses for registration.

FINANCIAL AID

Students requiring financial assistance are directed to the Office of Financial Aid and Veterans Affairs (OFA & VA) (850) 484-2349 for information on numerous grants, and scholarships available. Short-term loans are available at registration. Inquiries should be directed to the Student Affairs Office on the Warrington Campus. Students needing assistance for an education are encouraged to seek every avenue of financial aid available for that purpose. Financial counseling, as well as help with the application process, is available. Students needing financial assistance must contact the Financial Aid offices as soon as the need is determined.

STUDENT CHECKLIST FOR APPLICATION PROCESS

Please note:

Students are encouraged to apply early for the next year. It is the student's responsibility to ensure that all required paperwork is turned in on time.

Date when completed:

_____ Complete and submit the Pensacola State College application (\$30) for general admission.

_____ Complete the Florida Residency Affidavit (if applicable).

_____ Request high school transcripts

_____ Request all college transcripts

_____ Complete the health-related program application and submit to an Admissions Office at any campus or center. The application will be forwarded to the Health Programs Admissions Office on the Warrington campus.

_____ Complete test requirements for consideration as an applicant to the health program of your choice. (PERT)

PENSACOLA STATE COLLEGE REQUEST FOR OFFICIAL TRANSCRIPT

TO: REGISTRAR

Name of High School, College, or University

Address of School

City State Zip Code

Please forward an official transcript of my academic work:

- _____ College transcript
- _____ High School Record (showing graduation date or date of withdrawal)
- _____ General Education Development Test Scores (GED)
- _____ Transient Student Form/Letter of Good Standing (for non-degree transient students)

Mail transcript to:

**Admissions Office:
Pensacola State College
1000 College Boulevard
Pensacola, FL 32504-8998**

The following information is furnished to assist you in locating my records:

Name: _____

Name used when attending the institution above: _____

Birth Date: _____ Student Number: _____

Date of Graduation: _____

Current Address: _____

City State Zip Code

If there is a fee for this service, please bill me at the address above.

Student's Signature: _____ Date: _____