

MEDICAL CODING CERTIFICATE

Medical coders review patient medical (health) records and assign alphanumeric codes for each diagnosis and procedure. To perform this task, they must possess expertise in the International Classification of Diseases and the Current Procedural Terminology coding systems. This certificate program is designed to prepare the student for an entry-level position as a medical coder.

This online certificate program begins the Fall semester of each year. Applications are due to the HIT Program Director by June 1st.

Additional Requirements

1. Once students are registered for classes, but before being enrolled in the program, they should access Online Learning on the ASU website for orientation to online system requirements.
2. To continue in the Medical Coding Certificate Program, a minimum grade of "C" is required in all HITE courses. If the student fails to make a "C" in an HITE course, and it is the student's first failure, the student may reapply to the HITE Program. All of the student's previous HITE work will be evaluated by the program director. More than one "W", "D" and/or "F" in HITE courses will result in permanent dismissal from the program (this may be two courses or failure in the same course twice).
3. High speed internet connection is highly recommended.
4. A student may be denied permission to continue in the program if, in the opinion of the HIT faculty, the Chair of Health Sciences, the Dean of the Darton College of Health Professions, and the Vice President of Academic Affairs, the student does not demonstrate the necessary qualifications for a medical coder.
5. To satisfactorily complete the curriculum and to develop the skills required of an entry level medical coder, the student must demonstrate:
 - a. **Visual Acuity** (with or without corrective lenses): to read paper, microfilm, and electronic documents.
 - b. **Physical Ability**: to process reports and records, to operate equipment necessary for record keeping (for example, manually operated filing equipment, printers, microfilm reader/printers, computer keyboard), and to move about in space limited by compacted filing.
 - c. **Manual Dexterity**: to perform the fine motor functions necessary to document analysis of records (i.e., must use pens, pencils, and manage papers), and to operate electronic equipment (i.e., computers, word processors).
 - d. **Hearing** (with or without aids): to hear the spoken voice in order to be able to respond verbally.
6. The student must abide by the policies and procedures of the Medical Coding Certificate Program as defined by the Program Handbook.
7. Albany State University Code of Conduct Policies related to Disruptive and Obstructive Behavior will be enforced in an online program just as it would be in a traditional classroom. Exhibit of such behavior may result in dismissal from the program.

Code	Title	Semester Hours
Courses required for program admission, semester 1		
BIOL 2411K	Human Anatomy and Physiology I	4
ALHE 1120	Medical Terminology	2
Courses required for program admission, semester 2		
BIOL 2412K	Human Anatomy and Physiology II	4
BUSA 2101	Survey of Computer Applications	3
Program Courses:		
<i>Fall Semester</i>		
HITE 2100	Health Record Content and Structure	3
HITE 2400	Pathophysiology and Pharmacology	3
<i>Spring Semester</i>		
HITE 2150	Coding I	4
<i>Summer Semester</i>		
HITE 2160	Coding II	2
<i>Fall Semester</i>		
HITE 2170	Advanced Coding and Reimbursement	4
Total Semester Hours		29