

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

- 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.
- 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).
- High speed internet connection is highly recommended.
- 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.
- To satisfactorily complete the curriculum and to develop the skills required of an entry level medical coder, the student must demonstrate:
 - Visual Acuity** (with or without corrective lenses): to read paper, microfilm, and electronic documents.
 - 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.
 - 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).
 - Hearing** (with or without aids): to hear the spoken voice in order to be able to respond verbally.
- The student must abide by the policies and procedures of the Medical Coding Certificate Program as defined by the Program Handbook.
- 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

HITE 2100. Health Record Content and Structure. (3 Credits)

The basic concepts and techniques for managing and maintaining health record systems including storage and retrieval, the use and structure of healthcare data and data sets, quantitative and qualitative analysis of healthcare data, forms design, release of information, function of indexes and registers and the accreditation, certification and licensure standards applicable to healthcare data. Prerequisite: ENGL 1101, BIOL 2411K/2412K and acceptance into the Health Information Technology program. Offered: Fall.

HITE 2110. Organization and Supervision in Health Information Management. (2 Credits)

Introduction to the principles of organization and supervision in order to develop effective skills in leadership, motivation, and team building techniques in the practice of health information management. Prerequisites: HITE 2100. Offered: Summer.

HITE 2137. Fundamentals of Health Information Management. (3 Credits)

This course introduces the student to the field of Health Information Management (HIM) and its role in healthcare delivery systems. Emphasis is placed on the health information management profession, hospital and medical staff organization, structure and content of medical records, quantitative and qualitative analysis, release of patient information, legal aspects of medical records, ethical issues in HIM, healthcare statistics, indexes and registers electronic medical records, payment and reimbursement systems, regulatory and accrediting agencies. Prerequisites: Acceptance into the Health Information Technology Program. Corequisites: HITE 2100, HITE 2400. Offered: Fall.

HITE 2150. Coding I. (4 Credits)

Students will be introduced to the principles of ICD-10-CM coding used in the assignment of inpatient and outpatient diagnosis codes and inpatient procedure codes. Prerequisites: ALHE 1120, BIOL 2411K/2412K, HITE 2100, HITE 2137, HITE 2400. Offered: Spring.

HITE 2160. Coding II. (2 Credits)

Students will be introduced to the Principles of CPT coding, used to assign valid procedure and service codes. Prerequisite: HITE 2150. Offered: Summer.

HITE 2170. Advanced Coding and Reimbursement. (4 Credits)

This course integrates and builds on basic knowledge and skills acquired in HITE 2150 and HITE 2160, enhancing skill level through use of clinical case studies. Impact on reimbursement, ethical coding, encoders, and groupers will be emphasized. Reimbursement topics include DRGs, APCs, RBRVs, chargemaster, and coding compliance. Students will have live access to QuadraMed encoder. Prerequisites: HITE 2150, HITE 2160.

Offered: Fall.

HITE 2200. Healthcare Statistics. (2 Credits)

Study of the methods/formulas used in computing and preparing statistical reports for healthcare services and vital records. Emphasis is placed on the effective use, collection, arrangement, presentation, and verification of healthcare data, and on the concepts of descriptive statistics, data validity, and reliability. Prerequisites: MATH 1111, HITE 2100, HITE 2137, BUSA 2101.

Offered: Summer.

HITE 2250. Legal & Ethical Issues in Health Information Technology. (3 Credits)

Introduction to the legal and ethical issues regarding health information management with strong emphasis on legal and regulatory requirements; disclosure of PHI (protected health information) and ethical standards of practice. Prerequisites: HITE 2100, HITE 2400. Corequisite: HITE 2137.

Offered: Spring.

HITE 2400. Pathophysiology and Pharmacology. (3 Credits)

This course includes the management of health information as it relates to the nature and cause of the disease process of the human body; including the etiology, signs, symptoms, diagnostic evaluation, clinical treatment and pharmacologic management of disease processes to understand and abstract health information data for application of medical diagnostic and procedural codes and management of patient health information. Prerequisites: BIOL 1110K and HITE 2100 and acceptance into the Health Information Technology Program. Corequisite: HITE 2150. Offered: Fall.

HITE 2500. Health Information System Applications. (3 Credits)

Students will learn the concept of medical information management through an information system composed of people, hardware, software, communication networks, and data resources that collect, transform, and disseminate health information to healthcare users. The process of planning, designing, selecting, implementing, integrating, testing, evaluating, and supporting EHRs (electronic health records) is also introduced. Prerequisites: HITE 2100, HITE 2137 and BUSA 2101. Offered: Fall.

HITE 2550. Quality Assessment. (3 Credits)

Introduction to the components of quality assessment and improvement programs in health care facilities including quality assessment, utilization management, risk management, and peer review organizations. Students will learn to analyze clinical data to identify trends that demonstrate quality, safety, and effectiveness of health care. Prerequisites: HITE 2200 and BUSA 2101. Offered: Spring.

HITE 2600. Professional Practice I. (2 Credits)

Professional practice experience in an acute care setting that provides the student the opportunity to apply and develop the skills learned throughout the course curriculum that are vital in the management of health information. Corequisites: HITE 2610, HITE 2650. Prerequisites: HITE 2100, HITE 2110, HITE 2137, HITE 2150, HITE 2160, HITE 2170, HITE 2250, HITE 2500. Offered: Summer.

HITE 2610. Professional Practice II. (2 Credits)

This course is a continuation of HITE 2600, providing additional professional practice experience as the student applies skills learned throughout the course curriculum. Students will have the opportunity to experience the workflow of the acute care setting from beginning to end. Prerequisites: HITE 2100, HITE 2110, HITE 2137, HITE 2150, HITE 2160, HITE 2170, HITE 2250. Corequisites: HITE 2600, HITE 2650. Offered: Fall.

HITE 2650. Seminar on Health Information Technology. (1 Credit)

Exploration of current issues and trends in the health information profession and industry with emphasis on review for RHIT exam. Prerequisites: HITE 2100, HITE 2110, HITE 2137, HITE 2150, HITE 2160, HITE 2170, HITE 2250, HITE 2400, HITE 2500, HITE 2550, HITE 2600. Corequisites: HITE 2600, HITE 2160. Offered: Fall.