Aiken Technical College
Medical Coding
Information and Checklist for Fall 2024
Application DUE: May 31, 2024 for Fall 2024

**You must have electronic copies of all required documents
to attach and submit with the application!**

Program Description:

The medical coder is a health information professional trained to assign diagnostic and procedural codes, applying classification systems for optimal reimbursement in a variety of health care settings. The medical coder will establish a familiarity with other coding and classification systems utilized in nontraditional health care settings as well as reimbursement-related issues and skills including DRG assignment/validation, federal reimbursement systems and operations of third-party payers and billing departments. Students completing the program are encouraged to sit for the national certification examinations administered by the American Health Information Management Association (AHIMA) and/or the American Academy of Professional Coders (AAPC).

General Information

- Applicants must have submitted an **application for admission** to the College.
- Applicants must complete and submit the Medical Coding Checklist.
- Applicants must have completed all required transitional education courses with a grade of "C" or better.
- Applicants must earn a grade of "C" or better in all general education courses. MAT 101 can be taken in the fall while in the program.
- Applicants must have a cumulative institutional GPA of 2.0 or higher. Cumulative GPA will be calculated by ATC personnel upon receipt of application in accordance with the Health Science Division guidelines for GPA calculation.
- No advanced placement, transfer credit, or credit for experiential learning will be awarded for any of the major course requirements for the Medical Coding program which have "HIM" as the course prefix.
- Applicants whose first language is not English must submit official TOEFL scores. A minimum score of 78 on the TOEFL iBT exam is required to be eligible to apply to the program. English as a Second Language (ESL) courses are strongly recommended.
- After the application date has passed, all applications meeting the minimum requirement are reviewed by the Medical Coding Program Director. Spaces are allotted to first applied, first qualified. Students will be notified via email of their status.

Once Admitted

- Once admitted, students must earn a grade of "C" or better in all program courses to continue.

Checklist Link: https://na4.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=c21e74b0-a078-4466-84de-9880c82617db&env=na4&acct=d201cf56-980b-479e-8c9f-a3a99c185b87&v=2

Admission to the College does not guarantee acceptance into the Medical Coding program. Students must reapply for entry into the program if not accepted.

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Medical Coding Curriculum

Course Number	Course Name	Semester Credit Hours
	General Education	
ENG 160	Technical Communications	3
MAT 101	Beginning Algebra	3
BIO 112	Basic Anatomy and Physiology	4
AHS 102	Medical Terminology	3
	Major Course Requirements	
HIM 102	Introduction to Coding and Classification Systems	1
HIM 135	Medical Pathology	3
HIM 138	Pharmacology for Medical Records Coding	2
HIM 235	Law and Ethics in Health Informatics and Information Management	3
HIM 130	Billing and Reimbursement	3
HIM 140	Current Procedural Terminology I	3
HIM 216	Coding and Classification, I	3
HIM 141	Current Procedural Terminology II	3
HIM 225	Coding and Classification II	3
HIM 227	Senior Professional Competencies	3
	Total Semester Credit Hours	40

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Name: _____   Student ID: _____   Date: _____

Mailing address: _____   City, State, Zip: _____

Email address: _____   Phone number: _____

_____   Applied for admission to the College

_____   Meet the age requirement of 18 and have a high school diploma or GED (unless participating as a dual enrollment student prior to high school graduation)

_____   Documentation of one of the following:

- Successful completion of ENG 160, BIO 112, and AHS 102 courses with a grade of "C" or higher or acceptable test scores. (Attaching an unofficial transcript to your application is acceptable.) MAT 101 can be taken in the fall while in the program.
- All required **transitional education** courses with a grade of "C" or better. (Attaching an unofficial transcript to your application is acceptable.)

_____   List below **all** colleges attended (including ATC) and attach copies of transcripts from **all** colleges attended (including ATC). All colleges **MUST** be listed and all transcripts **MUST** be attached.

_____   _____

_____   _____

_____   _____

_____   Is English your first language?   If no, you MUST attach TOEFL scores.

_____   Additional degrees/licenses/certifications are listed and a copy is attached.
_____

I certify that I have completed this application truthfully to the best of my ability. I have read, understood, typed, completed, and attached all required documents. If I am found to have knowingly falsified information, my application will be disqualified. Also, if my application is incomplete, my application will be disqualified.

Student Signature/Date: _____