

# Aiken Technical College

## Medical Coding Certificate Application

### Admission Information for Fall 2019

#### Medical Coding Certificate

The medical coder is a health information professional trained to assign diagnostic and procedural codes, applying classification systems for appropriate 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 a national certification examinations administered by the American Health Information Management (AHIMA) and/or the American Academy of Professional Coders (AAPC).

- Certified Coding Specialist (CCS)
- Certified Coding Specialist Physician-Based (CCS-P)
- Certified Coding Associate (CCA)
- Certified Procedural Coder (CPC)
- Certified Inpatient Coder (CIC)

#### Application Timeline:

*Applicants are selected on a first come/first qualified basis.*

<i>Application Deadline</i>	<i>Semester to Start Program</i>
<b>May 31, 2019</b>	<b>Fall 2019 (August)</b>

#### General Requirements (all required documents must be attached for consideration)

- Applicants must have submitted an **application for admission** to the College.
- Applicants must have completed the following prerequisites with a grade of “C” or better:
  - All required transitional education courses.
  - AHS 102 Medical Terminology (within 5 years of application date).
  - BIO 112 Basic Anatomy and Physiology (within 5 years of application date).
- Applicants must complete all program courses with a grade of “C” or better.
- Students must have a minimum 2.5 cumulative grade point average (GPA) (**considering all academic course work, including prerequisites, within the last 10 years**). Cumulative GPA will be calculated by ATC personnel upon receipt of application in accordance with the Health Sciences Division guidelines for GPA calculation.
- Once admitted, students will be required to complete and pass a **criminal background check** and **drug screening** to be scheduled by the Health Sciences Division. Depending on the result of the background check and drug screening, a student may not be able to participate in clinical and will be withdrawn from the program.
- Hands-on coding practice will be achieved in lab settings, and when possible, at clinical sites located throughout the communities of Aiken, North Augusta, and Augusta. Clinical sites are assigned and are determined by availability at medical facilities. Students are required to have **reliable transportation** for clinical rotations and be **physically able** to meet the clinical requirements.
- 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.

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### Medical Coding Curriculum

Course Number	Course Name	Semester Credit Hours
<i>General Education</i>		
ENG 101	English Composition I	3
BIO 112	Basic Anatomy and Physiology	4
MAT 101	Beginning Algebra	3
<i>Major Course Requirements</i>		
AHS 102	Medical Terminology	3
AHS 105	Medical Law and Ethics	2
AHS 121	Basic Pharmacology	2
HIM 102	Introduction to Coding and Classification Systems	1
HIM 130	Billing and Reimbursement	3
HIM 135	Medical Pathology	3
HIM 140	Current Procedural Terminology I	3
HIM 141	Current Procedural Terminology II	3
HIM 150	Coding Practicum I	3
HIM 216	Coding and Classification I	3
HIM 225	Coding and Classification II	3
Total Semester Credit Hours		39

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The deadline for Fall 2019 (August) admission is May 31, 2019 by 1:00 p.m.

**Applicants are selected on a first come/first qualified basis.**

**Application must be typed.**

**Please submit this form to the Enrollment Services Center, Room 152**

Name (Please print): \_\_\_\_\_ Date: \_\_\_\_\_

Student ID: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Application Checklist

- ☐ Copies of unofficial transcripts from all previous colleges attended (including ATC) are attached. Listed below are all colleges attended:

\_\_\_\_\_  
\_\_\_\_\_

- ☐ All transitional education courses have been completed within the last 10 years.
- ☐ The following prerequisite courses must be completed prior to submission of this application. Grades for these courses must be "C" or better to be considered. **AHS 102 and BIO 112 must have been completed within the last 5 years.**

<u>Course</u>	<u>Semester/Year</u>	<u>Grade</u>	<u>College</u>	<u>Attempt</u>
ENG 101	_____	_____	_____	_____
MAT 101	_____	_____	_____	_____
AHS 102	_____	_____	_____	_____
BIO 112	_____	_____	_____	_____

(More than two unsuccessful attempts of a required program course may affect the applicant's acceptance into the program.)

- ☐ Cumulative GPA is 2.5 or higher (**considering all academic course work, including prerequisites, within the last 10 years**)

Unofficial GPA: \_\_\_\_\_ (calculated by student)

Official GPA: \_\_\_\_\_ (calculated by College personnel)

- ☐ TOEFL scores are attached (if English is not your first language)

**The deadline for Fall 2019 (August) admission is May 31, 2019 by 1:00 p.m.**

**Applicants are selected on a first come/first qualified basis.**

*All required documentation must be attached for consideration.*