

Health Records Coding Technician

Career Studies Certificate

Purpose: This program is designed to provide the technical knowledge and skills, along with the practical experience, needed for employment as a health records coding technician. Assisted by specialized computer equipment and software, health records coding technicians analyze and interpret the patient's record to determine the proper standardized code that represents the patient's diagnosis and treatment. These codes may be used to create accurate standardized records, to maintain health statistics, or for billing purposes. The need for health records coding technicians will increase rapidly in the next ten years as the health field continues to move toward a greater focus on health care analysis and reimbursement challenges. Upon satisfactory completion of the program, the students will be eligible to take national accrediting exams offered by AHIMA and the AAPC.

Occupational Objectives: Health records coding technicians work in hospitals, doctors' offices, legal firms, insurance companies, government agencies, and as independent freelance consultants.

Admission Requirements: General college curricular admission

Program Notes: Students with significant on-the-job training may be given permission by the Program Head to enroll in select classes only. These students will not earn the career studies certificate from the college, but should be well prepared to take the national certification exams. Due to faculty availability, each course may not be offered every semester.

Computer Competency Requirement: All applicants must pass the computer competency exam, administered in the testing centers at each campus, or successfully complete ITE 115 or CSC 155 or equivalent prior to completion of the program. Students not passing the computer competency exam may retake the exam only once.

CURRICULUM				
COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
NAS 150	Human Biology	3	0	3
HLT 143	Medical Terminology I	3	0	3
HIM 150	Health Records Management	3	0	3
	Total	9	0	9
HIM 110 ¹	Concepts of Disease	3	0	3
NUR 136 ¹	Principles of Pharmacology I	1	0	1
HIM 253 ²	Health Records Coding	3	3	4
HIM 226	Legal Aspects of Health Record Documentation	2	0	2
	Total	9	3	10
HIM 143³	Managing Electronic Billing in Medical Practice	2	0	2
HIM 151³	Reimbursement Issues in Medical Practice Management	2	0	2
HIM 254 ⁴	Advanced Coding and Reimbursements	4	0	4
HIM 295 ⁴	Topics in Advanced Health Records Coding	2	0	2

Total	10	0	10
Total Credits for Career Studies Certificate in Health Records Coding			29
¹ HIM 110 and NUR 136 must be taken concurrently; prerequisites are HLT 143 or NAS 150. ² Prerequisites are NAS 150 and HLT 143; pre- or co-requisites are HIM 110 and NUR 136. ³ HIM 143 and HIM 151 must be taken concurrently. ⁴ Pre- or co-requisite for HIM 295 is HIM 254.			