Albany State University

DARTON COLLEGE OF HEALTH PROFESSIONS

Health Sciences Division

Medical Coding

Application Packet

Certificate in Medical Coding (0563)

What do medical coders do?
Medical Coders review medical records to translate numeric codes for diagnoses and procedures to be utilized by insurance companies for claims processing, billing, and reimbursement for healthcare services. To perform this task, they must possess expertise in the *International Classification of Diseases* and *Current Procedural Terminology* Coding Systems. The Medical Coding Certificate Program is designed to prepare students for entry-level coding positions. Coders are employed in a variety of healthcare settings, both inpatient and outpatient.

What does this education do for me?
Graduates of the Medical Coding Certificate Program are eligible to sit for the CCA (Certified Coding Associate) examination, a nationally recognized credential sponsored by the American Health Information Management Association (AHIMA), 233 N. Michigan Avenue, 21st Floor, Chicago, IL 60601-5809, http://www.ahima.org, or other professional organizations based on specified requirements. Having this credential can show prospective employers that students possess specialty entry-level coding skills needed to help organizations achieve optimal reimbursement and enhance the quality of patient care.

Is there an admission process?
The Medical Coding Certificate Program begins once a year during the fall semester. Applications must be received by June 1st to be considered for admission into the program.

For full consideration of admission to the Medical Coding Certificate Program, students must:

1. Apply and be fully admitted to Albany State University before the admission date for each semester. Due dates for ASU applications are as follows:
   - Fall semester – June 1
   - Spring semester – November 1
   - Summer semester – April 1

2. Have completed all required Learning Support courses (if applicable).
3. Have completed all pre-requisite courses with a "C" or better.
4. Complete a program application & submit it to the Program Director by June 1st.
5. Have a minimum GPA of 2.5.
6. Have a computer with accessibility that meets all of the requirements of GeorgiaView. These can be found via https://www.asurams.edu/distance/orientation/.

<u>**Additional Requirements**</u>:

1. To continue in any Health Information Technology program, a "C" is required in all HITE courses. If a student fails to make a "C" or better in any HITE course, and it is the student's first failure, the student may reapply to the particular Health Information Technology program. All of the student's previous HITE coursework will be evaluated by the Program Director, and the Program Director will make the decision as to which courses should be repeated. More than one "W", "D" or "F" in any HITE course will result in permanent dismissal from the program. (This may be two courses or failure in the same course twice).
2. High-speed internet is recommended for optimal use of AHIMA's Virtual Lab and/or EHRGo applications.
3. Because of the nature of the profession, students are required to sign and abide by a statement to honor the confidential nature of medical records (HIPAA). A charge of breach of confidentiality will be reason for immediate dismissal from the program.

4. Once enrolled in the program, exhibiting unprofessional behavior will result in the student being withdrawn from the program and deemed ineligible for re-admission to the program. Unprofessional behavior is defined as but not limited to:

- misrepresentation of self or falsifying information on the program application
- disruptive or abusive behavior in an online class
- breach of the confidentiality statement and/or
- suspicion of cheating will be dealt with in accordance with the Student Handbook, "Code of Conduct."

For questions contact: Latoya D. Davis, MS, RHIA at 229-500-2237 or
latoya.davis@asurams.edu

Health Information Technology- Medical Coding Certificate (0563) Plan of Study

Pre-requisite Courses:
BIOL 2411K	Human Anatomy & Physiology I	4 credit hours
BIOL 2412K	Human Anatomy & Physiology II	4 credit hours
ALHE 1120	Medical Terminology	2 credit hours
BUSA 2101	Survey of Computer Applications	3 credit hours

Fall Semester
HITE 2100	Health Record Content and Structure	3 credit hours
HITE 2400	Pathophysiology and Pharmacology	3 credit hours

Spring Semester
HITE 2150	Coding I	4 credit hours

Summer Semester
HITE 2160	Coding II	2 credit hours

Fall Semester
HITE 2170	Advanced Coding and Reimbursement	4 credit hours

APPLICATION

ALBANY STATE UNIVERSITY
Application for Admission to the Medical Coding Certificate Program

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2. Have completed all required Learning Support courses (if applicable).
3. Have completed all pre-requisite courses with a "C" or better.
4. Complete a program application & submit it to the Program Director by June 1st.
5. Have a minimum GPA of 2.5.
6. Have a computer with accessibility that meets all of the requirements of GeorgiaView. These can be found via https://www.asurams.edu/distance/orientation/.

*It is the responsibility of the applying student to provide the Health Information Technology Program Director with an unofficial transcript of prior coursework and evidence of current GPA. An attached unofficial transcript is considered part of the application. <u>Incomplete applications will not be considered.</u>

Students are admitted to the online program once a year in the fall semester. Applications must be received no later than June 1st to be considered for admission to the program in the fall semester.

Read the following information and directions. The answers to the questions should be printed using black ink.

Name:	ASU Student ID Number:
Address:	Phone Number & Personal Email:

List any colleges/universities/technical schools previously attended, degrees, and GPAs earned:

Have you applied to, been accepted to, or dismissed from any other ASU Health Sciences program or any other Albany State University Program? _____

If so, which one? _____

Have you applied to this program previously? _____ If yes, when? _____

Medical Coding Certificate Program Essay

Instructions: Complete a handwritten essay explaining why you want to be a medical coder. You may use the back of the page if necessary. This is an opportunity to prove your understanding of the medical coding profession, what it entails, and why you should be accepted into the program.

_____ I verify that I have completed all the requirements listed on the first page of this application.

I have read the program information on the accompanying pages and understand the following:
- the sequencing of courses and the requirements.
- that the certificate program is less than 12 credits per semester.
- that unprofessional behavior could result in being withdrawn from the program and ineligible for re-admission. Unprofessional behavior is defined as, but not limited to:
  - misrepresentation of self or falsification of information on this application.
  - disruptive or abusive behavior in the online class.
  - breach of the confidentiality statement.
  - suspicion of cheating will be dealt with in accordance with the Student Handbook Code of Conduct.

Student's signature signifies that all information given in this application is true.

_____   _____
Signature   Date

STATEMENTS OF UNDERSTANDING:

Confidentiality

All healthcare personnel, including students in the Health Information Technology Certificate Programs, who generate, use or otherwise deal with patient-specific information should uphold the patient's right to privacy. In addition, all business information specific to the healthcare facility must also be held in confidence.

I understand and agree that in the performance of my duties as a student in the HIT Certificate Program at Albany State University, I must hold health information as well as organizational information in confidence. This includes information I encounter in the classroom or laboratory. I understand that any violation of confidentiality may result in disciplinary action.

_____   _____
Signature   Date

Academic Progress

By signing this document, I acknowledge my understanding that two unsuccessful attempts in program course work (HITE courses) will render me ineligible for continuation in the Medical Coding Certificate program. A course grade of "D" or "F" is considered an unsuccessful attempt.

_____   _____
Student Signature   Student I.D. Number

_____
Date

Note: This document will be filed in the student folder in the HIT Program files.
Health Science Student Acknowledgement of Accreditation Status & Employability
Accreditation and Approvals:

Albany State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, (404)679-4501 to award Associate Degrees.

Specific programs of study and their accreditation or approval bodies:

1. Dental Hygiene Program – Accredited by the Commission on Dental Accreditation, a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312)440-2568 or at 211 East Chicago Avenue, Chicago, IL 60611. www.ada.org

2. Diagnostic Medical Sonography Program – Accredited by the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS), 6021 University Boulevard, Suite 500, Ellicott City, MD 21043, (443)973-3251. www.jrcdms.org

3. Emergency Medical Services Program – Paramedic Program is accredited by the Commission on Accreditation of Allied Health Programs (CAAHEP) 25400 US Highway 19N, Suite 158; Clearwater, FL 33763 (727)210-2350 www.CAAHEP.org upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), 8301 Lakeview Parkway, Suite 111-312, Rowlett, TX 75088 (214)703-8445 www.CoAEMSP.org. Both the AEMT Program and Paramedic Program are approved by the Georgia Office of EMS/Trauma, 2600 Skyland Dr NE; Brookhaven, GA 31319 (404)679-0547 www.dph.georgia.gov/EMS.org

4. Health Information Technology Program – Accredited by the Commission on Accreditation for Health Informatics and Information Management Education, 233 N. Michigan Avenue, Chicago, IL 60601-5519, (312)233-1100, www.cahiim.org. This is an agency of the American Health Information Management Association (AHIMA) 233 N. Michigan Ave., Chicago, IL 60601-5519 (312)787-2672 www.ahima.org.

5. Histotechnology Program – Accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd., Suite 720, Rosemont, IL 60018-5119 (773) 714-8880. www.naacls.org

6. Medical Laboratory Technology Program- Accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, Ill. 60018-5119 Phone: (773) 714-8880, fax: (773) 714-8886. www.naacls.org.

7. Occupational Therapy Assistant Program - Accredited by the Accreditation Council for Occupational Therapy Education (ACOTE), The American Occupational Therapy Association, P.O. Box 31220, Bethesda, MD 20824-1220, (301)652-2682. www.acoteonline.org

8. Physical Therapist Assistant Program - Accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 No. Fairfax Street, Alexandria, VA 22314, (703) 684-2782. www.capteonline.org

9. Radiologic Science- Joint Review Committee on Education in Radiologic Technology (JRCERT) 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182 (312) 704-5300. www.jrcert.org

10. Respiratory Care Program - Accredited by the Commission on Accreditation for Respiratory Care (COARC), 1248 Harwood Rd., Bedford, TX 76021 (817) 283-2835. www.coarc.com

THE FOLLOWING PROGRAMS ARE NOT ACCREDITED AT THIS TIME:

PROGRAMS THAT ARE CURRENTLY IN THE INITIAL ACCREDITATION PROCESS:

PROGRAMS THAT DO NOT HAVE SPECIFIC PROGRAM ACCREDITATION AGENCIES AT THIS TIME:
Computed Tomography   Medical Coding   Phlebotomy

As a Health Science program student at Albany State University, I hereby verify with my signature that I am aware of the accreditation or approval status of the given program that I have been accepted into.

Printed Name_____Program _____

Signature_____Date_____

Employability
Albany State University does not offer formalized job placement services or guarantee employment after graduation from any Health Science program. The employability of a Health Science program graduate is dependent on changeable job market factors and variables beyond the control of Albany State University. It is the responsibility of the graduate to secure employment after program completion.

As a Health Science program student at Albany State University, I hereby verify with my signature that I understand the employability statement as written above.

Printed Name_____

Signature_____Date_____