

MEDICAL CODING SPECIALIST PROGRAM
PROGRAM HANDBOOK



MADISON
AREA | TECHNICAL
COLLEGE

FORWARD

The Medical Coding Specialist Program Handbook provides students with a description of the program – its framework, program goal and description, program outcomes, and policies.

The policies provided in this handbook are in effect throughout the program and supplement the policies and procedures published on the Madison College website. Please retain this handbook for reference until completion of the Medical Coding Specialist Program.

Developed: May 2011
Latest Revision: April 2020

PROGRAM GOAL AND DESCRIPTION

The Medical Coding Specialist Program (MCSP) prepares individuals for employment as entry-level coding specialists in health care facilities such as hospitals, clinics, physician practice groups, surgery centers, long-term care facilities, and home health care agencies. Coding specialists are also employed in consulting firms, coding and billing services, insurance companies, governmental agencies, and computer software companies.

The medical coding specialist reviews medical documentation provided by the physicians and other health care providers and translates this into numeric codes. The coding specialist assigns and sequences diagnostic and procedural codes using universally recognized coding systems. Several uses of coded data are for payment of health care claims, statistics, and medical research.

PROGRAM OUTCOMES

Upon completion of the program, the student will have the knowledge, skills, and professional behavior to enter the medical coding profession. The specific program outcomes are:

1. Collect health data.
2. Apply coding and reimbursement systems.
3. Model professional behaviors and ethics.
4. Use electronic applications to support coding and data collection.

MEDICAL CODING SPECIALIST PROGRAM FACULTY AND STAFF

Dean of the School of Health Education
608-246-6065

Room 103 – Health Education Building

Rhonda Voelz, Program Director & Faculty
608-246-6015
rvoelz@madisoncollege.edu

Room 212 L – Health Education Building

Loretta Brunell, Full Time Faculty
608-246-6511
lbrunell@madisoncollege.edu

Room 212 M – Health Education Building

Julie Dean, Part Time Faculty
jadean1@madisoncollege.edu

Chelsey Bauer, Academic Advisor
608-246-6076 (appointments)
cbauer4@madisoncollege.edu
advising @madisoncollege.edu

Student Development & Retention Services
Main Building – Truax Campus

PROGRAM INFORMATION AND POLICIES

The following program information and policies are arranged by subject in alphabetical order. The appendices are at the back of the Handbook.

ACADEMIC ADVISING

Academic advising is available to all students from the Academic Advisors in the Student Development Center and from the Medical Coding Specialist Program instructors. Academic advising will promote success in the program by making sure students are placed in the correct courses needed for graduation. The Degree Progress Report (Academic Advising Report) is available online in the student's "myMadisonCollege" Student Center account. Advising will also help students schedule course loads that are appropriate for their lifestyle; in other words, advisors will help students look at their school, work, and family responsibilities and the time needed for each.

Contact the Student Development Center to make an appointment with an Academic Advisor: <https://madisoncollege.edu/advising>

ACADEMIC INTEGRITY

Academic integrity is expected in all Madison College classes and in the clinical sites. Cheating, plagiarism, falsifying work, and other forms of academic dishonesty are prohibited. (Plagiarism is defined as passing of another person's work as your own.) Students are obligated to conduct academic work with honesty and integrity according to Madison College standards. Student who fail to observe these standards are subject to disciplinary action which may include dismissal from the Medical Coding Specialist Program.

For more information, please refer to the Madison College website at: <https://madisoncollege.edu/academic-integrity>

ADMISSION PROCESS

Please refer to the information about the admission process on the Medical Coding Specialist Program webpage at: <https://madisoncollege.edu/program/medical-coding>. Click on the Admission tab for details.

ADVANCED STANDING – TRANSCRIPTED CREDIT (TRANSFER CREDIT)

Courses taken at Madison College or at another college or university may fulfill some of the requirements for the Medical Coding Specialist Program. To have these courses considered for advance standing, you must have official transcripts sent to the Madison

College Enrollment Center. If you do not see anticipated transfer credit populated into your student record, you must complete the Transfer Credit Evaluation Request Form and submit the course syllabus for the desired course(s). This form can be found on the Madison College website at: <https://madisoncollege.edu/transcribed-credit>

The Transfer Credits staff will review the transcript and course syllabus to grant credit if appropriate; transcript must document a grade of “C” or better. **Credit will only be granted for courses if they are less than five years old at the time your application is processed.**

Credit for the coding courses (ICD Diagnosis Coding, ICD Procedure Coding, CPT Coding, Advanced ICD Coding, and Advanced CPT Coding) cannot be transferred from another program, college, or university. The coding courses must be taken at Madison College or credit must be obtained by successfully passing a challenge exam (test-out).

As documented in the credit for prior learning policies and procedures on the Madison College website, credits from prior learning (transfer or otherwise) may account for up to 75 percent of requirements toward a degree.

ADVANCED STANDING – EXPERIENTIAL CREDIT (CHALLENGE EXAM)

Students may obtain credit for a specific course by successfully completing the challenge exam. The challenge exam must be taken prior to the beginning of the course and cannot be taken if the student has withdrawn from or failed the course previously. The cost is \$50 per exam.

A challenge exam is available for Windows. For more information, please see the Experiential Learning page on Madison College’s website at: <https://madisoncollege.edu/experiential-learning>. If you have questions about the Windows challenge exam, please call the Business Technology Lab at (608)-243-4019.

Challenge exams are available for Body Structure & Function and Medical Terminology. For more information, please see the Experiential Learning page on Madison College’s website at: <https://madisoncollege.edu/experiential-learning>. If you have questions, please contact Amy Lemkuil at alemkuil@madisoncollege.edu or by phone at 608-246-5283 for more information.

Please contact Rhonda Voelz, Medical Coding Specialist Program Director, to make arrangements for taking a challenge exam for the core program courses in the MCSP. Contact Info: voelz@madisoncollege.edu or 608-246-6015

Students may obtain credit for Certification and Professional Development (10-530-188) by showing proof of current coding certification from either the American Health Information Management Association (CCA, CCS, CCS-P) or the American Academy of Professional Coders (CPC, COC, CIC).

As documented in the credit for prior learning policies and procedures on the Madison College website, credits from prior learning (transfer or otherwise) may account for up to 75 percent of requirements toward a degree.

ATTENDANCE

Core program courses in the MCSP are offered in either the FlexChoice or Online formats. FlexChoice provides the student the choice to attend face/face class sessions or complete the course work online or a combination of both. Because of these formats, attendance is not taken and recorded for the face/face class sessions. Students are expected to fully participate and meet the deadlines as posted by the instructor.

CELL PHONES

Cell phones must be silenced during classroom sessions.

CERTIFICATION

There are several certification exams that can be taken to earn national coding credentials. The Certified Coding Associate (CCA) exam demonstrates entry-level skills. The other certification exams demonstrate mastery level (experienced) skills. Some employers require certification. Certification may result in a salary increase and/or promotion. The certification exams are as follows:

American Academy of Professional Coders (AAPC)

 Certified Professional Coder (CPC)

 Certified Outpatient Coder (COC)

 Certified Inpatient Coder (CIC)

 Certified Professional Coder – Payer (CPC-P)

 Certified Risk Adjustment Coder (CRC)

American Health Information Management Association (AHIMA)

 Certified Coding Associate (CCA)

 Certified Coding Specialist (CCS)

 Certified Coding Specialist – Physician-Based (CCS-P)

COMPUTER APPLICATIONS AND ELECTRONIC HEALTH RECORD

Blackboard is the course management system used by Madison College to supplement face/face courses and to deliver online courses. Blackboard is accessed via the Internet.

During the core-program courses, students will use an electronic health record called EHR Go and coding/reimbursement software in the AHIMA Virtual Lab. Access codes for these software products will be purchased by the College and distributed to the students.

Madison College Student Help Desk is available to assist students with technical issues (computer, Blackboard, email, etc.). Technology related issues are not an excuse for being late with or missing assignments, quizzes, exams, etc. Occasionally technical problems occur with Blackboard and Internet connections. If problems occur while a student is taking a quiz/exam and the Bb connection is disrupted, the student may request the instructor to reset the quiz/exam in order to continue. If this occurs on a consistent basis (multiple times), the student will be asked to come to the Madison College campus (main campus or regional satellites) to take the quizzes/exams.

CONFIDENTIALITY AND PRIVACY OF HEALTH INFORMATION

The Medical Coding Specialist Program at Madison College uses de-identified electronic health records. Although the records have been de-identified, the students and faculty have the legal and ethical responsibility to safeguard the privacy of all patients and protect the confidentiality of their health information. Students must only access the patient confidential information for which they have a need to know in the context of their role as a student.

Students must adhere to the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Violation of patient privacy and confidentiality may result in corrective action up to and including withdrawal from the Medical Coding Specialist Program.

COURSE PREREQUISITES OR CO-REQUISITES

Knowledge gained in certain courses in the program is a prerequisite or co-requisite for subsequent courses. Prerequisite refers to a course(s) that must have been successfully completed prior to the current course. Co-requisite means that a course(s) can be taken concurrently with the current course. **Prerequisites must have been taken within the past five years.** Please see Appendix A for a listing of the courses and prerequisite/co-requisites.

CURRICULUM

Please see Appendix B for the Medical Coding Specialist Program curriculum.

DELIVERY/INSTRUCTIONAL FORMAT

Many of the core program courses are offered in the FlexChoice format. This delivery format was designed for individuals who need flexibility in completing their coursework by allowing the student to alternate between classroom-based instruction, online instruction, or a combination of classroom and online as needed throughout the program. Students may choose whether to come to Truax campus Health Education and IT Building during the scheduled class time (classes offered at 4:00PM or later) or to complete activities online at a time convenient for the

student or a combination of both.

FlexChoice courses use Blackboard (a learning management system) to facilitate class work; therefore students need basic computer and keyboarding skills to be successful. The following core program courses are offered in a FlexChoice format:

- Foundations of HIM
- ICD Diagnosis Coding
- ICD Procedure Coding
- CPT Coding
- Advanced ICD Coding
- Advanced CPT Coding

The following core program courses are offered online only:

- Human Diseases for the Health Professions
- Health Care Reimbursement
- Management of Coding Services
- Certification and Professional Development

Please note that some courses require the student to come to the Truax campus to take the proctored final examination even if the student has taken the course online. Please refer to the course syllabus at the beginning of each course to learn about the final exam requirements.

Before your online or FlexChoice classes begin, please prepare for flexible learning and review online learning etiquette. To do so, please refer to Madison College's website at: <https://madisoncollege.edu/flexible-learning>

The course delivery format is subject to change due to pandemics, natural disasters, or instructor availability.

DISABILITY RESOURCE SERVICES (DRS)

Madison College welcomes students with disabilities into the College's educational programs. Every Madison College campus has Disability Resource Services available for students with disabilities. The [Disability Resource Services website](#) provides specific information related to accommodations for disability-related barriers. For further information, please visit the <https://madisoncollege.edu/disability-resource-services>, call 608-246-6716 (Students who are deaf should use relay) or email DRStransition@madisoncollege.edu.

In order to receive consideration for reasonable accommodations for your disability, you must contact the Disability Resource Services office at the campus where you are officially enrolled. If approved for accommodations, Disability Resource Services will provide you with an accommodation plan. The student should share the

accommodation plan with each instructor and discuss the accommodations needed. This should be done before or at the start of each semester so there is ample time to make the accommodations.

EMAIL – OFFICIAL COMMUNICATION

The official means of communication with students is via the student's Madison College email account. Please check your Madison College email on a regular basis for important information. When communicating with instructors and other Madison College staff, please use your Madison College email instead of your personal email.

Learn more at: <https://madisoncollege.edu/student-computer-help>

ENGLISH LANGUAGE LEARNERS (ENGLISH AS A SECOND LANGUAGE)

Students in the Medical Coding Specialist Program need to have proficient skill in using English in oral and written communication. Mastery of the English language is also necessary for comprehension of written materials including the textbooks. The medical language (medical terminology) seems like a second language in the MCSP and students who do not have a solid foundation in English may find it difficult to use two new languages (English and medical) at the same time.

ESSENTIAL FUNCTIONS

Please see Appendix C for the Essential Functions of the Medical Coding Specialist.

FAILURE OF OR WITHDRAWAL FROM A COURSE

Students must receive a "C" (76%) or better in all courses in the Medical Coding Specialist Program (MCSP). If a student receives less than a "C", he/she must repeat the course. Effort will be made to place the student in the upcoming cohort to retake the core program course the following semester. If space is not available or the needed course is not offered the following semester, the student may need to reapply to the MCSP and petition to be accepted again to have access to the core program courses.

If a student formally withdraws from a core program course effort will be made to place the student in the upcoming cohort to retake the core program course the following semester. If space is not available or the needed course is not offered the following semester, the student may need to reapply to the MCSP and petition to be accepted again to have access to the core program courses.

If a student has failed/withdrawn from a core program course twice and would like to register for the course for the third time, he/she needs to complete the following steps to help ensure success the third time the course is taken:

- Meet with an academic advisor in the Student Development Center and develop an academic plan. The Program Director and Dean of the School of Health Education may be included in this discussion.
- Complete the Time Tool in Appendix F of the MCSP Handbook. Share this time tool with the academic advisor.

If a student has failed/withdrawn from a core program course three times, whether or not this occurred in consecutive semesters, he/she will be removed from the program.

FINAL EXAMINATIONS – PROCTORED

Some of the courses in the Medical Coding Specialist Program have proctored final examinations. Even if the course is taken online, there may be a proctored final examination that the student needs to take in person at the Truax campus. Please refer to the course syllabus for each course at the beginning of the semester to learn about final examination requirements.

If a student lives **more than 60 miles** from the Madison College Truax campus and is not able to take the final examination given by the instructor on campus, he/she will need to make arrangements for a proctor. The student should contact the instructor for instructions to obtain a proctor. Arrangements must be made at least two weeks before the final exam.

GAINFUL EMPLOYMENT

Students have a right to know about gainful employment after graduation. Madison College is required by regulations to tell students about programs eligible for financial aid and their outcomes. Gainful employment reports inform students of the program costs, financing, and graduate success. This data may help you choose a program based on career and income potential and avoid unnecessary debt. Learn more at: <https://madisoncollege.edu/data>

Students must receive a “C” (76%) or better in all the courses in the Medical Coding Specialist Program. The following grading scale is used:

Grade	Percentage
A	94-100%
AB	90-93%
B	86-89%
BC	81-85%
C	76-80%
D	70-75%
F	69% and below

Please refer to individual course syllabi and/or Blackboard sites for specific details on

grading policies including make-up work, credit for late work, participation in group activities, etc.

MADISON COLLEGE WEBSITE

The Madison College website (www.madisoncollege.edu) provides a wealth of information at your fingertips! The Madison College website includes information regarding counseling and disability resource services; financial aid; registration and records (withdrawals, refunds, grading, etc.) and general school information. Special attention should be given to the information about student rights and responsibilities (code of conduct, grade disputes, appeals process, etc.) The website also contains information about each program of study and the course descriptions.

Students must activate their “**myMadisonCollege**” student center account. From “myMadisonCollege”, students can do such things as access grades and transcripts, register for and withdraw from classes, check their class schedule, make account payments, change their address and phone information, access Blackboard for online courses, and check their Madison College email. The date when students may begin registering for classes for the next session/semester is posted in each student’s “myMadisonCollege” account.

Learn more at: <https://madisoncollege.edu/student-account>

OPEN LAB FOR MEDICAL CODING STUDENTS

Room 233 in the Health Education and Information Technology Building is open to students on Monday-Thursday from 3:00 – 4:00 pm. This open lab is staffed by a MCSP faculty. Students can come in during this time to ask questions, receive help from faculty and peers, and work together with other students.

ORIENTATION TO THE PROGRAM

Students are required to complete a short online Medical Coding Orientation/Petition Workshop course once their application has been processed. Completion is required in order for students to petition to begin core program courses. Students will be notified and provided instructions to begin the online orientation course after their application has been processed.

Students will be required to complete a time commitment survey and a short quiz in the online orientation course. This is verification that the student has completed the orientation and has received the necessary program information. The following is the last question in the quiz; this serves as verification that the policies and procedures have been reviewed:

I have received an electronic copy of and read the Medical Coding Specialist Program

(MCSP) Handbook. I have retained a copy, either electronically or in paper, for future reference. I understand additional policies and procedures are contained on the Madison College website and in individual course syllabi and Blackboard sites.

I understand failure to abide by the Madison College and MCSP policies and procedures may result in disciplinary action including dismissal from the MCSP.

PRE-PETITION STATUS AND PETITION PROCESS

After the initial application is processed, students are placed in the pre-petition status. During this time, students will need to:

- Complete the program's prerequisite requirements for Algebra, English, and Reading
- Complete the pre-petition course requirements (Windows, Digital Literacy for Healthcare, Body Structure & Function, and Medical Terminology). Please note these courses have a five-year time limit.
- Complete the online Medical Coding Orientation/Petition Workshop course in Blackboard

Please refer to the detailed instructions at: <https://madisoncollege.edu/petition-process>

The petition process is the method that students follow to tell Madison College when they are ready and prepared to begin the core program courses (Clusters 1-3). Of the students who petition, twenty (20) will be selected to begin Cluster 1 core program courses each semester. Priority for entry into core program courses will be given to those students who have all requirements completed at the time of petitioning. If all spots are not filled by students who have all the petition requirements completed, the remaining petitions will be reviewed and any open spots will be tentatively awarded to qualified petitioners who are in-progress with the remaining requirements. The tentatively awarded spots will become permanent only after the student successfully completes the remaining in-progress requirements.

Students can monitor their petition requirement completion through their Student Center's advising report/degree progress report. Students can contact Chelsey Bauer at cbauer4@madisoncollege.edu or advising@madisoncollege.edu or call 608-246-6076 to schedule an appointment if there are any questions.

Please see the detailed instructions on how and when to petition at: <https://madisoncollege.edu/petition-process>

SCHEDULES

Please see Appendix E for the class schedule for the core program courses. Students are required to take the core program courses cluster by cluster (Cluster 1 before

Cluster 2; Cluster 2 before Cluster 3). The courses for each cluster should be taken together in the same semester.

SYLLABUS

A course syllabus is prepared for each course in the program. The following information is commonly found in the course syllabus: course number, title and description, credits, course competencies, required textbooks, instructor information, and a course timeline. The syllabus also includes course policies related to academic accommodations, attendance, and grading. It is the student's responsibility to read and understand the course syllabus for each course. The course syllabus is posted on the Blackboard site for each course.

TIME COMMITMENT

Success in the Medical Coding Specialist Program (MCSP) requires a major time commitment – going to college is almost like a full-time job. A general rule of thumb is that students should expect to devote a minimum of 3 hours per week for each course credit. For example, a 3-credit course requires a minimum of 9 hours of time per week. This varies a little because some courses have laboratory components that require extra time. Of course, there are many variables that affect the time commitment needed for success in each course. Some of these include the student's prior educational and work experience, study habits, learning style, ability to process and retain information and ability to study in a quiet, uninterrupted manner.

Please refer to Appendix F for the time commitment required for the courses/clusters in the MCSP.

WITHDRAWAL FROM A COURSE

It is strongly recommended that a student who desires to withdraw from a course discuss the withdrawal with his/her instructor prior to doing so. It is the responsibility of the student to officially withdraw; a student may withdraw online through his/her "myMadisonCollege" student center account.

If a student formally withdraws from a core program course effort will be made to place the student in the upcoming cohort to retake the core program course the following semester. If space is not available or the needed course is not offered the following semester, the student may need to reapply to the MCSP and petition again to have access to the core program courses.

If a student has failed/withdrawn from a core program course twice and would like to register for the course for the third time, he/she needs to complete the following steps to help ensure success the third time the course is taken:

- Meet with an academic advisor in the Student Development Center and

develop an academic plan. The Program Director and Dean of the School of Health Education may be included in this discussion.

- Complete the Time Tool in Appendix F of the MCSP Handbook. Share this time tool with the academic advisor.

If a student has failed/withdrawn from a core program course three times, whether or not this occurred in consecutive semesters, he/she will be removed from the program.

APPENDIX A – COURSE PREREQUISITES OR CO-REQUISITES

Knowledge gained in certain courses in the program is a prerequisite or co-requisite for subsequent courses. Prerequisite refers to a course(s) that must have been successfully completed prior to the current course. Co-requisite means that a course(s) can be taken concurrently with the current course.

Red – Pre-Program (Pre-Petition) Courses

Green – Cluster 1 Core Program Courses

Blue – Cluster 2 Core Program Courses

Orange – Cluster 3 Core Program Courses

Course	Prerequisite	Co-requisite
10-103-121 – Windows 10	None	None
10-501-107 – Digital Literacy for Healthcare	None	None
10-501-153 - Body Structure & Function	None	None
10-501-101 - Medical Terminology	None	None
10-530-162 – Foundations of HIM	Pre-Program Courses	Other Cluster 1 Courses
10-530-182 – Human Diseases for the Health Professions	Pre-Program Courses	Other Cluster 1 Courses
10-530-197 – ICD Diagnosis Coding	Pre-Program Courses	Other Cluster 1 Courses
10-530-199 – ICD Procedure Coding	Cluster 1 Courses	Other Cluster 2 Courses
10-530-184 – CPT Coding	Cluster 1 Courses	Other Cluster 2 Courses
10-530-159 – Healthcare Revenue Management	Cluster 1 Courses	Other Cluster 2 Courses
10-530-189 – Management of Coding Services	Cluster 1 Courses	Other Cluster 2 Courses
10-530-168 – Advanced ICD Coding	Cluster 2 Courses	Other Cluster 3 Courses
10-530-187 – Advanced CPT Coding	Cluster 2 Courses	Other Cluster 3 Courses
10-530-188 – Certification & Professional Development	Cluster 2 Courses	Other Cluster 3 Courses

APPENDIX B - MEDICAL CODING SPECIALIST PROGRAM CURRICULUM (31-530-2)

The Medical Coding Specialist Program is offered on a part-time basis only. Pre-program (pre-petition) courses must be successfully completed before the student begins the core program courses. Core program courses must be taken in clusters as listed below.

Most of the courses are offered in either the FlexChoice or Online format. FlexChoice allows the student to attend face/face sessions or complete the course online or a combination of both.

Pre-Program (Pre-Petition) Courses – Students are required to take these courses before they begin the core program courses.

Courses		Credits	Lec-Lab Hours/Week
10-501-153	Body Structure and Function OR	3	3-0
20-806-206	General Anatomy & Physiology**	(4)	(3-2)
10-501-101	Medical Terminology	3	3-0
10-103-121	Windows 10	1	.25-1.5
10-501-107	Digital Literacy for Healthcare	2	1-2

**General Anatomy and Physiology is recommended for those who plan to pursue an associate degree and/or a bachelor's degree.

Core Program Courses – Students are required to take these courses cluster by cluster (Cluster 1 before Cluster 2; Cluster 2 before Cluster 3). The courses for each cluster must be taken together in the same semester.

Cluster 1:

10-530-162	Foundations of HIM	3	2-2
10-530-182	Human Diseases for the Health Professions	3	3-0
10-530-197	ICD Diagnosis Coding	3	2-2

Cluster 2:

10-530-199	ICD Procedure Coding	2	1-2
10-530-184	CPT Coding	3	2-2
10-530-185	Health Care Reimbursement	3	2-2
10-530-189	Management of Coding Services	1	1-0

Cluster 3:

10-530-168	Advanced ICD Coding	3	2-2
10-530-187	Advanced CPT Coding	3	2-2
10-530-188	Certification and Professional Development	2	1-2

Total Credits **35**

APPENDIX C - ESSENTIAL FUNCTIONS OF THE MEDICAL CODING SPECIALIST

During the course of the Medical Coding Specialist Program, students must demonstrate, with or without reasonable accommodations to policies and practices, the ability to perform the functions listed below safely, reliably, and efficiently.

ISSUE	STANDARD	EXAMPLES
Critical Thinking	Critical thinking ability sufficient for clinical judgment and professional behavior.	<ul style="list-style-type: none"> Identify cause-effect relationship in clinical setting. Correlate theory to practice. Abstract information from patient records for coding, research studies, and quality improvement projects. Apply coding guidelines and conventions including proper sequencing of codes. Correlate and review DRG, APC & RBRVS payment methodology to coded data. Review and correct denied claims. Appropriately use and apply authoritative resources.
Reading	Ability to read and understand written documentation.	<ul style="list-style-type: none"> Adequately read paper and electronic health records. Read publications, paper and digital, such as federal/state regulations, Medicare policies, and professional journals.
Emotional Endurance	Ability to work in a high stress and rapidly changing environment with multiple deadlines while maintaining emotional control and flexibility.	<ul style="list-style-type: none"> Calmly react to urgent situations. Focus attention on task at hand. Adapt to changing environment. Accept feedback appropriately. Accept responsibility of own actions.
Interpersonal Skills	Interpersonal abilities sufficient to interact with peers, coworkers, physicians, third party payers, and other groups from a variety of social, emotional, cultural, and intellectual backgrounds.	<ul style="list-style-type: none"> Establish good rapport with classmates, instructors, and healthcare professionals. Be sensitive to needs of others. Work together to reach a common goal (team player). Effectively de-escalate a situation.
Communication	Ability to communicate and interact with others.	<ul style="list-style-type: none"> Communicate in English. Follow written and oral directions. Listen for content, emotional meaning and direction. Communicate a thought, idea, or fact in spoken and/or written form in a clear, concise and objective manner. Compose written physician queries regarding documentation following official coding guidelines. Participate in departmental and institutional meetings. Use the telephone.
Ethics	Ability to act in a professional manner.	<ul style="list-style-type: none"> Maintain patient confidentiality. Maintain security of health information. Demonstrate academic integrity. Abide by the Code of Ethics of professional health information management/coding organizations.
Motor Skills	Manual dexterity and physical agility necessary to perform duties while meeting productivity standards.	<ul style="list-style-type: none"> Keyboarding. Locate information in medical record documentation (paper and electronic formats). Assign patient classification systems such as ICD-10-CM, ICD-10-PCS and CPT using code books or computer applications. Assign DRGs, APCs and RBRVS payment methodology to patient cases using computer applications. Carry items such as medical records, code books, and computer laptops/tablets Sit at the computer for extended periods of time to perform the coding function.

Developed by the Medical Coding Specialist Program Advisory Committee, MATC, 6/96. Revised 9/09, 05/17.

APPENDIX D

Am I Ready for Online Learning?

Personal Readiness

Success in online learning depends as much on one's motivation and surrounding environment for learning as it does on one's technical computer knowledge. The following questions are designed to help you assess your personal readiness for online learning. The more positive your responses, the better suited you are for online learning.

- I have a quiet place at home with access to a computer that can be claimed as “mine” for extended periods of study time.
- I can schedule blocks of uninterrupted time in which I can work on my online course. A block of time should be no less than 2 hours.
- I can work consistently on a project and not put everything off until the last minute.
- I am willing to communicate with persons using electronic technologies such as e-mail and online discussions.
- I am willing to enthusiastically participate in the course, ask questions when I don't understand the content, and provide assistance to other students when possible.
- I have patience and can adjust to change if computer technology doesn't work as it should.

Time Commitment

One of the benefits on online learning is flexibility. You no longer have to drive to campus, find a parking spot, and be in class at specific times during the week. Flexibility is great, but you still need to make a major commitment of time to the course. Online courses cover the same content as face-to-face courses. Online courses are **not easier**; online courses are **not independent study courses**. Most online courses have weekly, and possibly mid-week, deadlines. Most online courses involve some teamwork that requires communication and juggling of schedules among team members. Online courses are not designed to allow you to complete the course when and how you desire; they merely replace coming on campus with communication online.

As a general rule, each credit of a course requires at least 3 hours of study per week. Based on this, you need to schedule and devote at least 6 hours per week for a 2-credit course and 9 hours per week for a 3-credit course. It is best if you can schedule this time in blocks of 2-3 hours throughout the week.

Before your online or FlexChoice classes begin, please prepare for flexible learning and review online learning etiquette. To do so, please refer to Madison College's website at:

<https://madisoncollege.edu/flexible-learning>

APPENDIX E - MEDICAL CODING SPECIALIST PROGRAM SCHEDULES

MEDICAL CODING SPECIALIST PROGRAM SCHEDULE – By Cluster

Note: Schedules are Subject to Change

Cluster 1 – Blue

Cluster 2 – Green

Cluster 3 – Yellow

	Monday	Tuesday	Wednesday	Thursday	
3:00 – 3:30 pm		Open Lab 3:00 – 4:00		Open Lab 3:00 – 4:15	
3:30 – 4:00 pm	Open Lab 3:30 – 4:30	Voelz Rm 233	Open Lab 3:30 – 4:30	Voelz Rm 233	
4:00 – 4:30 pm	Brunell Rm 233	Foundations of HIM 10-530-162	Brunell Rm 233	Adv CPT Coding 10-530-187	
4:30 – 5:00 pm	ICD Procedure Coding 10-530-199	FlexChoice 4:00 – 5:45	ICD Procedure Coding 10-530-199	FlexChoice 4:15 – 5:45	
5:00 – 5:30 pm	FlexChoice 4:30 – 5:45	Voelz Rm 233	FlexChoice 4:30 – 5:45	Voelz Rm 233	
5:30 – 6:00 pm	Brunell Room 233		Brunell Room 233		
6:00 – 6:30 pm	CPT Coding 10-530-184	ICD Diagnosis Coding 10-530-197	CPT Coding 10-530-184	Adv ICD Coding 10-530-168	ICD Diagnosis Coding 10-530-197
6:30 – 7:00 pm	FlexChoice 6:00 – 7:45	FlexChoice 6:00 – 7:45	FlexChoice 6:00 – 7:45	FlexChoice 6:00 – 7:30	FlexChoice 6:00 – 7:45
7:00 – 7:30 pm	Brunell Rm 233	Voelz Rm 233	Brunell Rm 233	Brunell Rm 235	Voelz Rm 233
7:30 – 8:00 pm					

ONLINE ONLY COURSES

Human Diseases for the Health Professions 10-530-182 (Cluster 1) – Dean

Healthcare Revenue Management 10-530-159 (Cluster 2) – Voelz

Management of Coding Services 10-530-189 (Cluster 2) – Brunell

Certification and Professional Development 10-530-188 (Cluster 3) – Brunell

APPENDIX F

TIME COMMITMENT FOR THE MEDICAL CODING SPECIALIST PROGRAM

Success in the Medical Coding Specialist Program requires a major time commitment. A general rule of thumb is that students should expect to devote a minimum of 3 hours per week for each course credit. For example, a 3-credit course requires a minimum of 9 hours of time per week. This varies a little because some courses have laboratory components that require extra time.

Of course, there are many variables that affect the time commitment needed for success in each course. Some of these include the student's prior educational and work experience, study habits, learning style, ability to process and retain information and ability to study in a quiet, uninterrupted manner.

The following table shows the **minimum number of hours** of time that should be devoted to each course in the Medical Coding Specialist Program. The time commitment is the same for online and face/face courses. The amount of time listed includes the normally scheduled classroom time for face/face courses.

Students are advised to look at their lifestyles and determine how they will find time to devote to school. The following "Time Tool" will help students determine how much time they have available for school. It will help them identify areas that may have to "give" during the school year or areas that family and friends can help with to ease the load. It is recommended that students limit their work schedules to 20-30 hours per week.

TIME TOOL	
Write down number of hours per week devoted to the following responsibilities and activities.	
Responsibilities and Activities	Number of Hours/Week
Work, including commute time.	
Family responsibilities (children's care and activities, cleaning, cooking, shopping, etc.)	
Extracurricular activities that I plan to continue while in school (exercise, church activities, hobbies, clubs, sports, watching TV, etc.)	
Activities of Daily Living (eating, sleeping, personal hygiene, etc)	
School – see table for minimum number of hours per course and per cluster	
Total	(There are only 168 hours per week!)

TIME COMMITMENT FOR THE MEDICAL CODING SPECIALIST PROGRAM			
Course	Credits	Minimum Hours Per Week	Number of Hours Per Week Per Cluster
10-501-153 Body Structure and Function	3	9	Pre-Program Courses 32 hours per week
10-501-101 Medical Terminology	3	9	
10-103-121 Windows	1	5	
10-501-107 Digital Literacy for Healthcare	2	9	
10-530-162 Foundations of HIM	3	12	Cluster 1 33 hours per week
10-530-182 Human Diseases for the Health Professions	3	9	
10-530-197 ICD Diagnosis Coding	3	12	
10-530-199 ICD Procedure Coding	2	9	Cluster 2 36 hours per week
10-530-184 CPT Coding	3	12	
10-530-159 Healthcare Revenue Management	3	12	
10-530-189 Management of Coding Services	1	3	
10-530-168 Advanced ICD Coding	3	12	Cluster 3 33 hours per week
10-530-187 Advanced CPT Coding	3	12	
10-530-188 Certification and Professional Development	2	9	