

# Medical Records Coding

## (Health Information Coding)

The Medical Records Coding Program is designed to prepare individuals to function effectively in the information management of the health care industry under the supervision of a medical records supervisor. As part of the information management team, the medical records coding associate will provide evidence for appropriate coding of the patient record to assist in reimbursement via private or governmental means.

Graduates are eligible to work in the information management areas in acute care and/or healthcare provider offices, and will be eligible to take the Certificate Examination for Coding Associate to qualify as a Certified Coding Associate (CCA).

The program is approved by the American Health Information Management Association (AHIMA).

The program begins in the Spring semester and is concluded at the end of the Spring semester of the following year.

### Admissions Procedures for Medical Records Coding Program

The Medical Records Coding Program's admission application is available at the beginning of January for those who wish to apply. Completed and signed applications are accepted year-round; the core courses begin in the Summer II semester.

Along with the completed and signed application, the following must also be submitted:

- » Official high school transcript or G.E.D.
- » Official college transcripts from all colleges attended.
- » Required references at the time of applications.

To receive a Medical Records Coding application by mail or to pick one up in person, contact the Health Occupations staff at 903.782.0734.

If you have not attended PJC in the last five years, you will need to apply / reapply.

Admission to Medical Records Coding Program is dependant upon:

- » General academic courses.
- » GPA – required courses.
- » References.
- » Available space.



with a grade of “C” or better.

- HITT 1353 Legal and Ethical Aspects of Health Information 3.3.0**  
 This course’s topics include concepts of confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information. Prerequisite: Completion of all previous course work listed on the Medical Records Coding degree plan with a grade of “C” or better.
- HITT 1441 Coding and Classification Systems 4.3.3**  
 Application of basic coding rules, principles, guidelines, and conventions. Pre-requisite: Completion of all previous course work listed on the Medical Records Coding degree plan with a grade of “C” or better. This course requires concurrent enrollment in HITT 1442.
- HITT 1442 Ambulatory Coding 4.3.3**  
 Application of basic coding rules, principles, guidelines, and conventions with emphasis on ambulatory coding. Prerequisite: Completion of all previous course work listed on the Medical Records Coding degree plan with a grade of “C” or better. This course requires concurrent enrollment in HITT 1441.
- HITT 2335 Coding and Reimbursement Methodologies 3.3.0**  
 Development of advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding perspective payment systems and methods of reimbursement. Prerequisite: Completion of all previous course work listed on the Medical Records Coding degree plan with a grade of “C” or better.
- HPRS 2300 Pharmacology for Health Professions 3.3.0**  
 A study of drug classifications, actions, therapeutic uses, adverse effects, methods of administration, and calculation of dosages.
- HPRS 2301 Pathophysiology 3.3.0**  
 A study of the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries.
- MDCA 1309 Anatomy and Physiology for Medical Assistants 3.3.0**  
 This course is an introduction to anatomy and physiology with emphasis on normal human anatomy and physiology of cells, tissues, organs, and systems with an overview of common pathophysiology. It is designed to prepare the student to enter the health information environment with entry-level knowledge of anatomy and physiology.