

## Admission Information

### Roane State Community College – Medical Coding Certificate

The Medical Coding Certificate at Roane State Community College is designed to prepare students to perform medical diagnosis and procedural coding in an outpatient or ambulatory health care setting. The college awards a Medical Coding Certificate and the student graduates with the knowledge and skills of a competent entry-level medical coder. The AAPC (American Academy of Professional Coders) CPC (Certified Professional Coder) curriculum has been incorporated into the Medical Coding Certificate. This will qualify the student to sit for the CPC exam upon completion of the curriculum. Students may take HIMT 1300, Medical Terminology and HIMT 1301, Introduction to Health Information Management and BIOL 2010, Anatomy and Physiology I prior to being accepted into the program. A new cohort or class of students will begin only in the fall semester each year and the program is completed within one year.

#### Applications:

All applicants for the Medical Coding Certificate must first apply to Roane State, submit all the required admissions documents, and be accepted by the college. Once accepted by the college, the student can complete a Health Sciences application online through their RaiderNet account. The deadline to apply is June 15<sup>th</sup> each year. Applications received after the June 15<sup>th</sup> deadline will NOT be considered unless the deadline has been extended. The student must reapply each year they seek to be considered for admissions. Applications reopen during the fall semester each year.

#### Transcripts:

Submit official copies of college transcripts from other institutions to RSCC by the June 15<sup>th</sup> deadline. Be diligent about checking the status in RaiderNet to ensure that your college transcripts have been received, evaluated and courses posted.

#### Grades:

To be eligible for admission to the program, each applicant must achieve at least a 2.0 or better GPA in all courses that count towards the Medical Coding Certificate. GPA is calculated using only these courses. Only HIMT courses which were completed within three years prior to applying for admission or readmission will be considered for credit towards graduation. This does not apply to open enrollment HIMT courses.

#### Advising:

It is recommended to contact an advisor during your first semester or talk with one of the Medical Coding program faculty.

## Admissions Point System

The admission point system uses a cumulative approach to the selection of the top 10 – 15 applicants. The following are the criteria utilized for admissions. All eligible applicants are ranked (based on criteria A-B).

A. HIMT/BIOL Course Grades – Cumulative point range 0 – 36 (max pts 36)

HIMT 1300 grade of A = 6 points

HIMT 1300 grade of B = 3 points

BIOL 2010 grade of A = 6 points

BIOL 2010 grade of B = 3 points

BIOL 2020 grade of A = 6 points

BIOL 2020 grade of B = 3 points

B. Number of program courses

HIMT 1300

BIOL 2010

BIOL 2020

## Admissions Sequence of Events List

### *Prior to June 15th*

1. Complete an online RSCC general application and required health forms.
2. Submit high school and college transcripts from other institutions by deadline to RSCC.
3. Submit an online Health Sciences application in RaiderNet by June 15<sup>th</sup> deadline.

### *June 15<sup>th</sup> – Last two weeks of June*

Steps for ranking eligible applicants:

- GPAs are calculated for eligible applicants.
- Applicant files are reviewed by the program director.
- Admission points are assigned based on published criteria.
- The admissions committee approves applicants for admission.
- Top 10 – 15 applicants will be notified of acceptance.
- Once a student accepts their position, their major is changed.
- Student will work with Program Director to ensure they are registering for the necessary courses.

### Nondiscrimination Statement

The Health Information Management program at RSCC offers the opportunity for training to all qualified persons regardless of race, color, creed, gender, national origin, disability, religion, or age. The institution complies with Titles VI, VIII, and XI, the American Disability Act, the Rehabilitation Act of 1973 and all other federal, state and local statutes.

### ADA Statement

In compliance with the Americans with Disabilities Act, students are encouraged to register with the counseling/disability services office for possible assistance with accommodations. It is the student's responsibility to voluntarily and confidentially provide appropriate documentation regarding the nature and extent of a disability. Students requesting special accommodations are (strongly) encouraged to contact the counseling/disability services office at the beginning of the semester.

## Medical Coding Certificate Approximate Costs

The college shall assess and collect prevailing rates for tuition and application as outlined in the college catalog, course schedules and website. Policies governing student withdrawal and refunds of tuition, fees, etc., shall be consistent with those of Roane State Community College.

The student is responsible for all costs incurred relative to supplies, textbooks, fees, etc.

### *Estimates of Additional Program Costs*

<b>Additional Program Costs</b>	<b>Costs or Fee</b>
Textbooks	Varies due to renting/purchasing, etc.
Costs related to AAPC RSCC Custom bundle (includes Textbook, workbook, AAPC online student fee and AAPC student membership)	\$533.50
Pro-fee bundle (CPT, HCPCS, ICD-10-CM)	\$260.00
CPC – Exam (2 attempts)	\$425.00
Practicode CPC-A Practicum	\$219.99

## Frequently Asked Questions

**1. When can I begin taking courses?**

HIMT 1300, HIMT 1301, BIOL 2010 and BIOL 2020 may be taken prior to being accepted into the Medical Coding Certificate. This will lessen the number of courses needed to complete the certificate program. Courses completed at a college other than RSCC will only be considered if the official college transcript is submitted to the RSCC Admissions and Records Office AND evaluated before the published application deadline.

Only HIM courses completed at another CAHIIM accredited institution will be accepted as a substitute for the RSCC HIMT courses, with the exception of Medical Terminology.

**2. What grading system is used in the program?**

In order to continue in Medical Coding, students must earn a “C” or higher in each HIMT course and each BIOL course.

The grading scale for the open enrollment HIMT courses, including HIMT 1300 and HIMT 1301 are as follows:

- A = 90 – 100
- B = 80 – 89
- C = 70 – 79
- D = 60 – 69
- F = Below 60
- I = Incomplete

The grading scale for all other closed HIMT courses is as follows:

- A = 92 – 100
- B = 82 – 91
- C = 72 – 81
- D = 62 – 71
- F = Below 62
- I = Incomplete

**3. Will I be participating in hospital clinical education as part of my course work?**

Students will not be participating in clinical education during the completion of the Medical Coding Certificate.

**4. When will I know if I have been accepted into the Medical Coding Certificate?**

Prospective students will receive an email from the Health Sciences Admissions Advisor to their RaiderNet account by the end of June advising whether the student has been accepted into the Medical Coding Certificate. If a student has been accepted into the program, the student must respond with an email accepting their spot within 5 calendar days.

**5. What can I do to enhance my chances of being accepted into the Medical Coding program?**

Since points are awarded based on grades in the courses as noted previously in this admissions packet, chances of being accepted are enhanced if a student attains a high GPA and achieves A's and/or B's in those courses noted on page 2.

**6. Does the program keep a "waiting list"?**

No. A student must apply each year they wish to be considered for the program.

# Medical Coding Certificate Plan

## Natural Science – 2 courses

BIOL 2010	Human Anatomy and Physiology I*	4 credits
BIOL 2020	Human Anatomy and Physiology II*	4 credits

## These 2 courses are open enrollment

HIMT 1300	Medical Terminology*	3 credits
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### AND

HIMT 1301	Introduction to Health Information Management	3 credits
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## Fall Semester after acceptance into Medical Coding program

BIOL 2010	Human Anatomy and Physiology I <sup>1</sup>	4 credits
HIMT 1303	Basic ICD Coding I	3 credits
HIMT 1300	Medical Terminology <sup>1</sup>	3 credits
HIMT 1301	Introduction to Health Information Management <sup>1</sup>	3 credits

## Spring Semester after acceptance into Medical Coding program

BIOL 2020	Human Anatomy and Physiology II <sup>1</sup>	4 credits
HIMT 2302	Basic ICD Coding II	3 credits
HIMT 2301	CPT Coding	3 credits
HIMT 1201	Medical Office Procedures	2 credits

\* Recommended to be completed prior to acceptance and must be completed with a grade of C or better.

<sup>1</sup> If not taken prior to acceptance.

The Accuplacer exam is required for admission and any learning support courses identified must be completed before a student can enroll in Anatomy and Physiology. Students are exempt from the Compass test if they have:

- Previous college level English and Math classes
- A previously obtained college degree
- ACT scores that exempt students from learning support courses.

*The Intent to Graduate form needs to be submitted to The Office of Graduation during the fall term.*