



Medical Coder Certificate Program

Information Packet

Thank you for your interest in obtaining information about our program. This guide provides information regarding the Medical Coder program.

Education and training is key to becoming a skilled and successful medical coder. Brookhaven College's Medical Coder Program is a college credit certificate program consisting of 32 credit hours that provides training in medical terminology, anatomy and physiology, electronic health records, legal and ethical standards in health care, as well coding and reimbursement procedures.

- Upon program completion, students will have the skills needed to work in entry-level coding positions in a variety of outpatient healthcare settings.
- The curriculum provides a foundation for students to prepare and take the Certified Professional Coder (CPC) exam administered by the American Academy of Professional Coders (AAPC).
- The curriculum also provides a foundation for students to prepare and take the Certified Coding Associate (CCA) and/or the Certified Coding Specialist (CCS) exams administered by the American Health Information Management Association (AHIMA).

Educational and employment opportunities are offered by Brookhaven College without regard to race, color, age, national origin, religion, sex, disability or sexual orientation.

Contact Information

- **Nehal Rangnekar**, MS, CPC, Professor, Medical Front Office/Medical Coder programs, nrangnekar@dccc.edu, 972-860-4266, Building Q, Room 214
- **Chad Price**, Senior Academic Advisor, ceprice@dccc.edu, 972-860-4923, Advising Center, Building S, Room S106

DISCLAIMER:

- **The Medical Coder Certificate program does not guarantee job placement in hospitals, medical offices, medical coding and billing offices or other relevant health care settings.**
- **Additionally, the program does not prepare students for starting a home/office coding business.**



Admission Requirements to the Medical Coder Program:

1. Complete application for admission to a Dallas County Community College District college. (available online)
 - a. Applicants to the Medical Coder Program must meet college admission requirements of the Dallas County Community College District (DCCCD) as outlined in the college catalog.
 - b. Applicants must have earned either a high school diploma or General Education Development, GED, certificate.
2. Submit official transcripts from all colleges and universities attended outside of the Dallas County Community College District to the College Admissions Office:
 - a. Brookhaven College
Attention: General Admissions
3939 Valley View Lane
Farmers Branch, TX 75244-4997
 - b. All official transcripts from all colleges attended must be submitted PRIOR to applying to the program
3. **Five-Year Time Limit:** Any previous coursework that is being presented for transfer as prerequisite or general support courses for the Medical Coder program must have been completed less than five years prior to the start of the class for which you are applying.
 - a. No coursework will be accepted from a college outside of the United States.
 - b. *Brookhaven College reserves the right to accept or reject any coursework completed at other colleges and/or outside the five year time limit presented for transfer evaluation toward the Medical Coder Program and will be at the discretion of the program coordinator.*

NOTE: You must earn at least 25 percent of the credit hours required for graduation through the Brookhaven College Medical Coder Program.

4. **Initial Advisement:** Students pursuing the Medical Coder Program who are either new to the college experience and/or need assistance with registration for prerequisite courses, should consult an academic advisor located in Building S
Contact: **Chad Price**, Senior Academic Advisor, ceprice@dcccd.edu, 972-860-4923, Advising Center, Building S, Room S106
5. **Download the Information Packet and print, complete and submit the Program Application form from the program website.**



Brookhaven College
Medical Coder Certificate Program (TSI Waived)

6. **Complete an online program information session at the college website in its entirety, this is MANDATORY to apply to the Brookhaven College Medical Coder Program.**
 - a. At the end of the session, you will be directed to complete a questionnaire over the information provided.
 - b. An email will be sent to you as well as our staff once you have completed the questionnaire to verify that you have watched this information session.

7. **Submit completed program application form in either of the following ways:**
 - Electronically via email to nrangnekar@dcccd.edu
 - Submit it in person to the Business and Career Programs Division, Room M110
 - Mail it to the following address:
Brookhaven College
Attention: Nehal Rangnekar
Business & Career Programs Division
Bldg. M, Room M110
3939 Valley View Lane
Farmers Branch, TX 75244

8. Registration for summer and fall courses begins in mid-April and registration for spring courses begins in mid-November each year. ***Enrollment is on first come first serve basis, the program typically accepts 18 students each semester.***

9. For successful preparation and future employment in a healthcare setting, you are required to have the following:
 - a. Social Security Number (international students are advised to contact the Brookhaven College Multicultural Center, Building S, Room S136, concerning this requirement.)
 - b. Valid ID with photo

10. If you have any questions or concerns regarding which courses to register for, please send a detailed email with your full name and seven-digit student id to Nehal Rangnekar at nrangnekar@dcccd.edu for online advising.

If you would like to meet with an academic advisor to help you register for classes in person, please contact Chad Price, Senior Academic Advisor, ceprice@dcccd.edu, 972-860-4923, Advising Center, Building S, Room S106.



Program Sequence (refer to curriculum on next page):

Courses are scheduled in a particular sequence for a reason. Knowledge, skills, and attitudes are developed throughout each course and they build upon each other, moving from the simple to the complex.

- You may enroll in classes either as full-time or part-time.
- Prerequisite courses are offered in the fall, summer, and spring semesters. Enrollment is on first come first serve basis, the program typically accepts 18 students each semester.
- Please check college website for schedule of course offerings each semester.
- All courses in the curriculum are offered online; some courses can be taken on campus.
- The following prerequisite courses must be completed with a “C” or better in each course before enrolling for the HITT 2371 and HITT 1341 courses in Semester I (see curriculum on next page):
 - a. POFI 1301 Computer Applications I (*please enroll in specific sections listed for the Medical Front Office/Medical Coder programs each semester in the course catalog*)
 - b. MDCA 1313 Medical Terminology
 - c. MDCA 1409 Anatomy and Physiology for Medical Assistants (at the discretion of the Program Coordinator, the combination of SCIT 1407 and SCIT 1408 OR the combination of BIOL 2401 and BIOL 2402 if completed within five years of program start date may be substituted for MDCA 1409)
- HITT 1301 can be taken along with the prerequisite courses.
- HITT 1311 and HITT 1253 can be taken along with either Semester I or II courses.
- Students cannot enroll in HITT 1341 Coding and Classification Systems prior to completing the three prerequisite courses, POFI 1301, MDCA 1313, and MDCA 1409 with a “C” or better.
- Students cannot enroll in HITT 1342 Ambulatory Coding prior to completing HITT 1341 with a “C” or better.
- Students cannot enroll in HITT 2335 Coding and Reimbursement Methodologies prior to completing HITT 1341 and HITT 1342 with a “C” or better (can be concurrently enrolled in HITT 1342).
- Students cannot enroll in the final capstone course - HITT 2246 Advanced Medical Coding prior to completing HITT 1341 and HITT 1342 with a “C” or better (can be concurrently enrolled in HITT 2335).
- All courses in the program must be completed with a minimum of “C” to be eligible to enroll in the next classes and to obtain the certificate. If a grade of D or F is earned, the student must schedule an appointment with the program coordinator before enrolling in any additional classes.

Please note: Advisors will check your academic records for courses you have registered for, and you will be dropped from any class that you have enrolled in prior to meeting the above requirements and course prerequisites.

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Revised 06/01/2018



Medical Coder Certificate Program (*curriculum effective Spring 2019*)

The Medical Coder Certificate Program is a college credit certificate program consisting of 32 credit hours.

- Upon program completion, students will have the entry level skills needed to enter the health information industry as a medical coder in a variety of outpatient health care settings.
- Successful completion of this Medical Coder certificate program provides a foundation for students to prepare and take the following certification exams:
 - Certified Professional Coder (CPC) exam administered by AAPC
 - Certified Coding Associate (CCA) exam administered by AHIMA
 - Certified Coding Specialist (CCS) exam administered by AHIMA

Prefix	Number	Course Name	Credit Hrs.
Prerequisites			
POFI	1301	Computer Applications I	3
MDCA	1313	Medical Terminology	3
MDCA	1409	Anatomy & Physiology	4
Total			10
Semester I			
HITT	1301	Health Data Content & Structure	3
HITT	2371	Pathophysiology & Pharmacology	3
HITT	1341	Coding & Classification Systems	<u>3</u>
Total			9
Semester II			
HITT	1311	Health Information Systems	3
HITT	1253	Legal & Ethical Aspects of Information	2
HITT	1342	Ambulatory Coding	<u>3</u>
Total			8
Semester III			
HITT	2335	Coding & Reimbursement Methodologies	3
HITT	2246	Advanced Medical Coding*	<u>2</u>
Total			5
Program Total			32

HITT 2246 Advanced Medical Coding is the capstone course for this award (replaces HITT 2245 effective spring 2019)

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Estimated Expenses

- The tuition is charged according to the number of credit hours for which a student enrolls and location of legal residence (for information about residency, refer to the listing titled Residency Requirements and Your Tuition in the college catalog).
- **Tuition, textbooks, and other fees stated are approximate and are subject to change.**
- See the Brookhaven College Accounting Office for Tuition Payment Plan option.

Tuition, Textbooks, and Supplies

In-County Residents = \$59 per credit hour
Other Texas Residents = \$111 per credit hour

Prerequisites, Semesters I, II & III	In-County Resident	Out-of-County Resident
Tuition (32 credit hours x \$59 per credit hour)	\$ 1,888	\$ 3,552
Textbooks & Supplies (approximate cost)	<u>\$ 2,000</u>	<u>\$ 2,000</u>
Estimated Total	\$ 3,888	\$ 5,552

Regardless of resource funding, textbooks and supplies are required by the first week of the semester.



Financial Aid: Determine financial needs. See financial aid counselor for questions, if needed. ***Apply early for the next semester!*** Early application assures availability of funds, if qualified, and allows the Financial Aid and Scholarships Office to prepare a realistic financial aid package

Financial Aid information may be obtained by visiting the Financial Aid and Scholarships Office, Building S, S015, for application forms, filing procedures, and deadlines. For more information, e-mail bhcFA@dccd.edu. Following application submittal, allow an 8 to 10 week period for processing.

NOTE: Program guidelines are subject to change. Students are advised to obtain the latest program information packet by visiting the Brookhaven College program website or contacting the program coordinator and/or advisor.