MISSION

The mission of Westchester College of Nursing and Allied Health is to provide quality allied health programs taught by a team of experienced faculty who are dedicated to serving individuals who seek a solid foundation for positions in the medical profession.

CAREER OPPORTUNITIES

Career opportunities for the coding specialist are found in Hospitals, Managed Care, Long Term Care, Behavioral Health, Consulting and Law Firms, Ambulatory Care, Rehabilitation, Home Care, Skilled Nursing, Government Agencies, Insurance, Pharmaceutical, and Physician Practices.

JOB PLACEMENT

Our Coding program includes a policy for job placement assistance for our graduates. We prepare students for job interviews, assist with resumes, list current job openings in coding, and show you how to conduct your own job searches. Westchester College continues to make every effort to assist graduates find that "just right job."

ADMISSION REQUIREMENTS

High School Diploma

SCHEDULE OF CLASSES

Classes are offered evenings, weekdays and Saturdays. Please call for details.

This is a non-degree certificate program.

Financial Aid available to those who qualify.

A PLACE TO GROW

Make a decision to become a part of the "Westchester College of Nursing and Allied Health" family and open the door to the exciting world of professional coding. We are committed to providing quality education and training. Our Coding program makes it easier for working adults like you advance their future. Courses are offered in a small class setting, allowing more concentration and gaining better insight of each subject, while encouraging more active participation. Our coding instructors will discuss the most current coding academic regulations applicable to the new healthcare technology for patient care. Westchester College of Nursing and Allied Health is equipped with the most current state-of-the art technology, thereby, creating more effective methods of instruction.

We pride ourselves in promoting dignity and self-worth of all students, and encourage the interdependence necessary for the successful implementation of all tools gathered from this program.

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Westchester College is regulated by :

Accrediting Bureau of Health Education Schools

BPPE
Bureau for Private Postsecondary Education

DEPARTMENT OF EDUCATION
UNITED STATES OF AMERICA

WESTCHESTER COLLEGE
of Nursing and Allied Health

Coding program

Approval By

PCAP APPROVED
Professional Certificate Approved Program

www.westchestercollege.edu

Course Descriptions

HC 101
INTRODUCTION TO HEALTH INFORMATION MANAGEMENT & HEALTCARE DATA CONTENT AND STRUCTURE
Intent: The intent of this course is to introduce the student to the content, structure, and use of healthcare data and data sets and how these components relate to primary and secondary record systems. Legal, ethical, privacy, security and confidentiality issues, along with practices applicable to health information management, are also presented in this course. The student is introduced to the concepts and evolution of electronic health records (EHR), as well as to HIPAA requirements, code of ethics of AHIMA, and Standards of Ethical Coding of AHIMA.
Prerequisite: None
Credits: 4.5

HC 102
HEALTH CARE DELIVERY SYSTEMS
Intent: The course features a delineation of the evolving role of Health Information Management professionals along with the historical development of the Health Care Delivery System in the U.S, including accreditation standards, licensure/regulatory agencies, healthcare financing, and health information technology. It also covers the major components of the healthcare delivery system and an overview of the history of healthcare, the evolution of healthcare delivery and healthcare reimbursement.
Prerequisites: None
Credits: 4.5

HC 103
MEDICAL TERMINOLOGY
Intent: To gain the tools necessary to accurately spell, define, pronounce, and distinguish the correct medical terms of the structures and functions of the human body, well as the major disease processes, diagnostic procedures, laboratory tests, abbreviations,
drugs and treatment modalities.
Prerequisite: None
Credits: 4.5

HC 104
HUMAN ANATOMY & PHYSIOLOGY
Intent: To learn the structure and functions of the human body; to understand homeostasis and the gross and microscopic anatomy and physiology of the cellular, skeletal, muscular, nervous, cardiovascular, respiratory, urinary, reproductive, endocrine, and digestive systems.
Prerequisite: None
Credits: 6.0

MC 101
PATHOLOGY/PHARMACOLOGY
Intent: To gain knowledge of the pathologic processes affecting the organs and tissues of the human body. Emphasis is placed on etiology, pathogenesis, pathology, clinical features, therapy, prognosis and treatment of the disease. The student is introduced to basic principles of pharmacology with emphasis on action of drugs, therapeutic and pharmacological classifications of the various drugs, the names of the most representative drugs for each classification, and the pharmacokinetics of drug therapy and the possible adverse effects on the human body.
Prerequisites: HC 103, HC 104
Credits: 6.5

Course Descriptions *cont.*

HC 105
INTRODUCTION TO COMPUTERS
Intent: This course will introduce the concepts of computer technology related to health care and the tools and techniques for collecting, storing, and retrieving electronic health records and public reporting of disease and disease trends. The student will have a basic overview of Microsoft Office Suite applications, and communication and presentation of software encoder/grouper applications. The student will be introduced to the role of Health Information Management (HM) in the field of Information Systems. The student will be introduced to the evaluation, development and implementation of the electronic health record.
Prerequisites: None
Credits: 6.0

MC 102
BASIC & INTERMEDIATE ICD-10-CM/PCS CODING
Intent: The student is introduced to the International Classification of Disease, Tenth Revision, Clinical Modification system, Procedure Classification System and the application of the Official ICD-10-CM/PCS guidelines for Coding and Reporting. The application of coding principles is illustrated with exercises and case studies. The course will give the student the ability to provide a more detailed description of clinical situations and its greater specificity in describing healthcare problems. This course also makes a general introduction to the Prospective Payment system and Uniform Hospital Discharge Set, Ethical Coding, Data Quality, and Coding Compliance.
Prerequisites: HC 103, HC 104, MC 101
Credits: 9.5

MC 103
ADVANCED ICD-10-CM/PCS
Intent: The student is introduced to higher examples of ICD-10-CM/PCS coding by using more complex case studies and authentic health records. The students will apply his or her mastery of coding skills and learn the principles and philosophy of coding logic. The student will use encoder/grouper software to determine and analyze MS DRG assignments. The student will be introduced to healthcare reimbursement systems in the United States, including exposure to case mix index, maintenance of charge master, coding corporate compliance, quality improvement organizations and their role in the payment process.
Prerequisites: HC 103, HC 104, HC 105, MC 101, MC 102
Contact hours: 7.0

MC 104
BASIC CPT/HCPCS CODING &/MEDICAL OFFICE PROCEDURES
Intent: The student is introduced to the general principles of CPT and HCPCS coding systems. The class will cover the historical background, structure and organization of the systems, and the application of coding and regulatory guidelines, documentation, and basic components of healthcare documentation of the medical office. The class will include basic ambulatory coding concepts,
higher-level examples of CPT/HCPCS coding, and an overview of reimbursement methodologies.
Prerequisites: HC 103, HC 104, MC 101
Credits: 9.5

Course Descriptions *cont.*

MC 105
INTERMEDIATE/ADVANCED CPT/HCPCS CODING & REIMBURSEMENT METHODOLOGY
Intent: The student is introduced to higher examples of CPT/HCPCS coding by using more complex case studies and authentic outpatient and physician records. The student gains hands on exposure by using an encoder/grouper for assignments. This course also will give the student an overview of coding and reimbursement under the Medicare and Medicaid Outpatient Prospective Payment System including RBRVS, ASCs, and APCs and other third party payer methodologies.
The course will include the topics of outpatient auditing and monitoring the coding process for regulatory compliance.
Prerequisites: HC 103, HC 104, HC 105, MC 101, MC 102, MC104
Credits: 7.0

MC 106
VIRTUAL PROFESSIONAL PRACTICE EXPERIENCE
Intent: This course simulates responsibilities a coding professional may be required to perform on the job. The student applies the competencies learned in the program by coding from Inpatient, Ambulatory, Ancillary, ER, and Physician patient medical records. The student uses codebooks and the encoder/grouper software. The student completes a series of projects on various topics related to the program competencies, including Coding Compliance in the Physician Office, prior to a summary assessment. Coding specialist (CCS, CCS-P) speakers will conduct review presentations, either pre-recorded or live. Practicum hours are focused on building speed and accuracy using paper and scanned medical records.
Prerequisites: HC 101, HC 102, HC 103, HC 104, HC 105, MC 101, MC 102, MC 103, MC 104, MC 105.
Credits: 5.0

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