

## 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." Although Westchester College of Nursing and Allied Health cannot make job promises or guarantees, the placement office attempts to place every graduate.

## ADMISSION REQUIREMENTS

High School Diploma or a General Education Development diploma or an official high school/General Education Development transcript.

## 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.**

## Mission

The mission of Westchester College of Nursing and Allied Health is to provide quality nursing and 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.



## Coding program

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[www.westchestercollege.edu](http://www.westchestercollege.edu)

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**Approval By**



## Course Descriptions

### HC 101

#### HEALTHCARE DATA CONTENT STRUCTURE/LEGAL/ETHICS

Students will gain fundamental knowledge of patient and health care record keeping, different types of data, sources, use and users of data. Confidentiality and quality of data will be presented, as well as legal and ethical considerations

Prerequisite: None

Credits: 4.5

### HC 102

#### HEALTH CARE DELIVERY SYSTEMS

Students will learn the historical development of health care delivery systems. Students will also be introduced to healthcare financing, regulatory agencies and organizations, and treatment technology.

Prerequisites: None

Credits: 4.5

### HC 103

#### MEDICAL TERMINOLOGY

Students gain the tools necessary for accurately spelling, pronouncing, and relating the correct medical terms to the structures and functions of the human body, as well as to the major disease processes, diagnostic procedures, laboratory tests, abbreviations, drugs, and treatment modalities.

Prerequisite: None

Credits: 4.5

### HC 104

#### HUMAN ANATOMY AND PHYSIOLOGY

Students learn the structures 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

### HC 105

#### PATHOLOGY/PHARMACOLOGY

Students 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, pharmacology, and prognosis of diseases.

Prerequisites: HC 103, HC 104

Credits: 6.5

## Course Descriptions *cont.*

### MC 101

#### INTRODUCTION TO COMPUTERS

Students are introduced to the concepts of computer technology related to health care and the tools and techniques for collecting, storing and retrieving health care data. They receive a basic overview of databases, spreadsheets, word processing, calendaring, and communication and presentation software.

Prerequisites: None

Credits: 6.0

### MC 102

#### BASIC & INTERMEDIATE ICD-10-CM/ICD-10-PCS CODING

Students develop an understanding of coding and classification systems to assign valid diagnostic and/or procedural codes. The course will include the validation of coded clinical information and case mix/severity of illness data.

Prerequisites: HC 103, HC 104, MC 101

Credits: 9.5

### MC 103

#### ADVANCED ICD-10-CM/ICD-10-PCS CODING & REIMBURSEMENT METHODOLOGY

The student will be challenged by more complex diagnoses and procedures and to apply their mastery of coding skills to learning the principles and philosophy of coding logic. The student will choose the best codes based upon knowledge of coding guidelines, as well as understanding of medical terminology, human anatomy and physiology, and the entire regulatory and reimbursement environment in which the Health Information Management professional must work.

Prerequisites: HC 103, HC 104, HC 105, MC 101, MC 102

Contact hours: 7.0

### MC 104

#### BASIC CPT/HCPCS CODING/MEDICAL OFFICE PROCEDURES

The general principles of CPT and HCPCS coding systems are introduced to the student. 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

Students are introduced to principles of the classifications of evaluation and management services and documentation guidelines. The course will cover higher level examples of CPT/HCPCS coding assignments and overview of APCs/RBRVS/ASC reimbursement methodology. Students are exposed to computerized encoding systems including, logic based encoding software and automated codebook software systems.

Prerequisites: HC 103, HC 104, HC 105, MC 101, MC 102, MC104

Credits: 7.0

### MC 106

#### VIRTUAL PROFESSIONAL PRACTICE EXPERIENCE

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, ER, Ancillary, and Physician patient medical records. The student uses either codebooks or the 3M software encoder. The student completes a series of project reports 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. This course is 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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