



**Schoolcraft  
College**

**CODING SPECIALIST**

**CERTIFICATE PROGRAM**

**Radcliff Administrative Office  
734-462-4770**

# Coding Specialist

What does a Coding Specialist do?

A Coding Specialist/Coder is an individual who reviews and analyzes health records to identify the diagnoses and procedures for each time a patient seeks healthcare advice. The Coding Specialist is responsible for translating diagnostic and procedural medical terminology phrases into coded form.

# Where does a Coding Specialist work?

Coding Specialists work in hospital departments such as health information services, quality management, professional fee services, radiology, emergency room, outpatient/ambulatory surgery, ancillary services and specialty physician clinics, insurance companies, government agencies and health maintenance organizations.

# Employment Outlook

Employment opportunities for the Coding Specialist is expected to grow faster than the average for all occupations through the year 2012.



# Job Titles and Median Salaries



Coding Specialist

\$40,510 (Michigan)

*Coding Specialist*

# How Do I Get Started?

Coding Specialist students must be officially admitted to the program.

This program requires a special admissions process. Please contact the Admissions Office at 734-462-4426 or [admissions@schoolcraft.edu](mailto:admissions@schoolcraft.edu) to complete an application.

# Course Schedule

## FIRST YEAR

### Fall Semester

	Credits
BIOL 236* Human Anatomy and Physiology	5
HIT 104 Medical Terminology	4
HIT 109 Principles of Health Information Management 1	<u>3</u>
	12

### Winter Semester

HIT 111 ICD-9-CM Classification	3
HIT 113 Human Diseases	<u>3</u>
	6

# Second Year

## SECOND YEAR

### Fall Semester

	Credits
HIT 112 Basic Laboratory and Diagnostic Tests	2
HIT 114 Pharmacology for Health Professionals	2
HIT 221 Basic Ambulatory Coding	<u>3</u>
	7

### Winter Semester

HIT 227 Intermediate ICD-9-CM Coding	3
HIT 229 Intermediate Ambulatory Coding	<u>3</u>
	6

### Spring/Summer

HIT 230 ICD-9-CM Coding Practicum	2
HIT 231 Ambulatory Coding Practicum	<u>2</u>
	4

### **PROGRAM TOTAL 35 CREDITS**

\* Students desiring transfer credit should substitute BIOL 237 & BIOL 238. BIOL 101 is a prerequisite to BIOL 236 and the BIOL 237-238 sequence. Please review and follow all course prerequisites.



# Homework / Studies

Traditional

2 hours for each hour of classroom time



# Location



Schoolcraft College – Radcliff Center  
1751 Radcliff Street  
Garden City, MI 48135

# Related Web Sites

The American Health Information Management Association (AHIMA)

[www.ahima.org](http://www.ahima.org)



# Estimate of Tuition and Fees

	Resident	Non-Resident
Tuition	\$ 3,045.00	\$ 4,445.00
Registration Fees ( <small>\$40.00/semester</small> )	200.00	200.00
Service Fees	175.00	175.00
Instructional/ Equipment Fees:	140.00	140.00
Course Fees:	545.00	545.00
<b>TOTAL</b>	<b>\$ 4,105.00</b>	<b>\$5,505.00</b>

\*Estimation of tuition and fees does not include the cost of textbooks

The above figures are based on 2012/2013 rates and are subject to change. A Resident student is one whose legal residence is in the school District of Clarenceville, Garden City, Livonia, Northville, Plymouth-Canton or part of Novi. All other students are Non-Residents.

# What characteristics do I need?

You must like to understand anatomy and physiology of the human body and disease processes.

You like to understand the symptoms, signs, diagnostic studies, treatment plans and prognosis of diseases and operations pertaining to patients.

You like to read patient charts because it is like a puzzle: what are the symptoms, what treatment is planned and what is the final diagnosis for this patient?

# Who can help?

## Your Support Team

Instructors

Program Coordinator

Schoolcraft Staff

Friends, family, mentors



# Rewards



Knowledge



National Certification

The American Health Information Management Association (AHIMA) offers an entry-level certification, the Certified Coding Associate (CCA). It is strongly recommended that candidates have at least six months experience in a healthcare organization before applying to take the exam. With 3+ years of experience an individual may wish to sit for the Certified Coding Specialist (CCS) exam.

For more information on the Coding Specialist Program,  
please contact:

**Jody Scheller, MS, RHIA**

Health Information Technology Program Coordinatory

734-462-4400, ext. 6024

[jschelle@schoolcraft.edu](mailto:jschelle@schoolcraft.edu)

**Counseling Department**

734-462-4429

**Admissions**

734-462-4426