



Coding Specialist

Information and Application Packet 2023-2024

Program Description

The Coding Specialist program will prepare a student to review and analyze health records to identify relevant diagnoses and procedures for patient services in the inpatient, ambulatory and/or ancillary setting. The student will practice translating diagnostic and procedural phrases utilized by healthcare providers into coded form. In the program, students apply the following skills:

- Coding of inpatient diagnoses and procedures using International Classification of Diseases ICD-10-CM and ICD-10-PCS.
- Coding of ambulatory setting procedures and service using Current Procedural Terminology (CPT).
- Reading and interpreting health record documentation to identify all diagnoses and procedures that affect the current inpatient stay/outpatient encounter visit.
- Applying approved coding guidelines to assign and sequence the correct diagnosis.
- Applying procedure codes for hospital inpatient and outpatient services.
- Use of industry coding software such as encoders.
- A minimum grade of 2.0 is required in all classes and full and part-time programs are available.

Application Requirements

The Coding Specialist Program requires an application (attached to the end of this packet). To be admitted to the program the student must complete the following:

1. Apply to Schoolcraft College	Apply to Schoolcraft College on-line at www.schoolcraft.edu .
2. Transcripts	It is recommended you request official undergraduate transcripts from <u>all</u> colleges and universities previously attended. Transcripts must be sent directly from the issuing college or university to Schoolcraft College. To confirm that transcripts have been received, contact the Answer Center at 734-462-4426.
3. Academic Advising and Assessment	This program requires minimum assessment levels or course work in the areas of math, reading and writing. Students should have placement scores (Computer Placement Test, ACT, or SAT) submitted prior to meeting with an academic advisor. Students with prior college-level work or a degree may be exempt from placement testing. The Computer Placement Test (CPT) is taken in the Testing Center. ACT or SAT scores must be less than three years old. Contact the Academic Advising at 734-462-4429 to make an appointment.
4. HIT 104	Complete Medical Terminology with a grade of 2.0/C or better.
5. CIS 120	Complete Software Applications with a grade of 2.0/C or better.
6. BIOL 236 or BIOL 237 and BIOL 238	Complete one semester of Human Anatomy and Physiology with a grade of 2.0/C or better. You may complete an equivalent college course to satisfy this requirement.
7. Cumulative GPA	Attain a cumulative grade point average of <u>2.0</u> or better for all Schoolcraft College courses.
8. Apply to Coding Specialist Program	Complete the attached Coding Specialist Program Application and Restricted Enrollment Change Form with an Academic Advisor.

Estimate of Tuition and Fees

Coding Specialist Certificate Program (39 credit hours)			
	<u>Resident</u>	<u>Non-Resident</u>	<u>Out of State</u>
Tuition:	\$5,265.00	\$7,566.00	\$10,452.00
Registration Fees:	\$132.00	\$132.00	\$132.00
Service Fees:	\$351.00	\$351.00	\$351.00
Instructional Equipment Fees:	\$429.00	\$429.00	\$429.00
Infrastructure Fees:	\$351.00	\$351.00	\$351.00
Course and Learning Management Fees:	\$1,196.00	\$1,196.00	\$1,196.00
Additional Expenses Certification Exam (CCA) fees	\$199.00	\$199.00	\$199.00
TOTAL:	\$7,923.00	\$10,224.00	\$13,110.00
The above figures are based on 2023-2024 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 parts of Novi. All other students are Non-Residents. Estimate does not include textbooks.			

Note

Requirements for admission to the Coding Specialist Program are subject to change at any time. Please contact the Admissions and Welcome Center for updates of any applicable changes:

Phone: (734) 462-4683

Fax: (734) 462-4552

E-mail: admissions@schoolcraft.edu

Web: www.schoolcraft.edu

It is the policy of Schoolcraft College that no person shall, on the basis of race, color, national origin, gender, age, marital status, creed, or handicap, be excluded from participating in, be denied benefits of, or be subject to discrimination during any program or activity or in employment.

Coding Specialist Program Restricted Enrollment Application 2023-2024

The Coding Specialist Program requires a Restricted Enrollment Program Change. To begin this program, students must complete the following form and meet with an Academic Advisor.

PROFICIENCY Attain the minimum Assessment Scores listed below or successfully complete appropriate developmental courses to improve your skills. Assessment Test Scores are valid for up to three years.

ASSESSMENT

Student:

- has taken the CPT or NGA ⇒ is exempt from assessment
 has submitted ACT or SAT scores ⇒

Minimum Scores:	CPT	NGA	ACT	SAT- 3/2016	Overall HS GPA
English/Writing	71 +	250	18 +	25+	1.8+
Reading	70 +	250	18 +	25+	1.8+
Math	60 +	AR=240 or QRAS=220	16 +	22+	1.8+

PROFICIENCY

Student:

- has met minimum **English** score or ⇒ has successfully completed ENG 055 or higher with 2.0/C or better
 has met minimum **reading** score or ⇒ has successfully completed COLLS 053 or higher with 2.0/C or better
 has met minimum **math** score or ⇒ has successfully completed MATH 045 or higher with 2.0/C or better

BIOL 236 or BIOL 237 and 238 or equivalent. Complete an anatomy and physiology course with a grade of 2.0/C or better. Student may complete an equivalent college course to satisfy this requirement.

Student:

- has successfully completed BIOL 236 (2.0/C or better) or ⇒ has successfully completed _____ at _____ with a grade of _____
 has successfully completed BIOL 237 and BIOL 238 (2.0/C or better) or ⇒

HIT 104 - Complete Medical Terminology with a grade of 2.0/C or better.

Student:

- has successfully completed HIT 104 (2.0/C or better) or ⇒ has successfully completed _____ at _____ with a grade of _____

CIS 120 - Complete Software Applications with a grade of 2.0/C or better.

Student:

- has successfully completed CIS 120 (2.0/C or better) or ⇒ has successfully completed _____ at _____ with a grade of _____

CUMULATIVE COLLEGE GPA Attain a 2.0 or better cumulative grade point average at Schoolcraft College.

Student:

- Has a cumulative GPA of 2.0 or better.

Academic Advisor Signature: _____ **Date:** _____



Restricted Enrollment Program Change Form Coding Specialist

Please Print:

Student Name: _____
Last First Middle Initial

Student Number: _____ or Social Security Number (last four digits) _____

Month and Day of Birth ____ / ____

Current Academic Program Name: _____

Current Academic Program Number: _____

New Academic Program Name: Coding Specialist

New Academic Program Number: 1YC.00240

Semester to Take Effect:

Summer _____
(year)

Fall _____
(year)

Winter _____
(year)

Spring _____
(year)

Academic Advisor Signature: _____ Date: _____

Student Signature: _____ Date: _____

Return to:

Schoolcraft College - Records
165 McDowell Student Center
18600 Haggerty Road, Livonia, MI 48152
Phone: 734-462-4677 Email: screcord@schoolcraft.edu