

**MEDICAL INSURANCE CODER/BILLER
CERTIFICATE
Catalog 2005-2007
Offered Entirely On-Line or On-Campus**

This certificate program (32 credit hours) is aimed at students seeking entry-level employment skills in the health insurance area. All Medical Insurance Coder/Biller courses are offered on-line for distance education purposes and the entire curriculum required to learn the certificate is available on the Internet using WebCT. The skills necessary for success in this field include an attention to detail, knowledge of anatomy, physiology, disease process, good communication skills, computer and keyboarding skills, diagnostic coding, and basic medical office skills.

Physician practices, hospitals, and medical billing companies have a need to hire individuals with knowledge of diagnostic and disease coding and exposure to current billing practices. Facilities are looking for individuals familiar with ICD-9-CM and Accuplacer-4 coding, and insurance-form preparation either on paper or electronically submitted. The skills included in this certificate program are the skills they would require. The Medical Coder/Biller certificate program is an entry-level course of study and has been designed to blend into higher degree programs on the SJC campus such as the associate degree programs in Health Information Technology and Medical Office Assistant Program. The inverted curriculum allows the student to immediately obtain practical, job-ready skills in the billing area where jobs are available, while the student continues to pursue a higher-level degree. Students must earn a "C" or higher in all required pre-requisite and technical program courses. The program will take four semesters to complete for a student attending part-time. All courses must be taken in the following sequence and students must be accepted into the program in order to register for these courses. To make an advising appointment or speak to the program director, call 505-566-3597 during regular office hours.

				Credit Hours	Grade
1st Semester					
___	HITP	110	Medical Terminology	3	_____
___	BIOL	112	Human Body, Structures and Functions	4	_____
___	HITP	125	Introduction to Medical Practice Management	3	_____
					Total 10 credits
2nd Semester					
___	PTAP	130	Pathophysiology for Allied Health Students	3	_____
___	HITP	160	Pharmacology and Laboratory Procedures	3	_____
___	HITP	170	Physician Coding (CPT-4)	3	_____
					Total 9 credits
3rd Semester					
___	HITP	185	Computerized Medical Office	3	_____
___	HITP	200	Coding Classification Systems I	3	_____
					Total 6 credits
4th Semester					
___	HITP	210	Coding Classification Systems II	3	_____
___	HITP	230	Reimbursement Methodologies	3	_____
___	HITP	260	Professional Practice Experience	2	_____
					Total 8 credits

Total credit hours required for this certificate is 33

HEALTH INFORMATION TECHNOLOGY PROGRAMS
Associate of Applied Science Degree/Health Information Technology
Associate of Applied Science Degree/Medical Administrative Assistant
Certificate/Medical Insurance Coder/Biller
Certificate/Medical Transcription

San Juan College offers four programs designed to meet the increasing demands for well educated and professionally trained Health Information Technicians in health care agencies such as managed care organizations, ambulatory clinics, hospitals, physician and dental practices, long term care facilities, cancer centers, State Health Departments, and other organizations concerned with health information such as large insurance agencies and medical and pharmaceutical research centers.

These are one, two or three year programs, depending on full or part-time status, and are selective majors. Specific requirements must be met in order to declare HIT, MAA, MCB, or MT majors. All HITP courses are offered on-line for distance education purposes and the entire curriculum required to earn the AAS degree in Health Information Technology is available on the internet using WebCT. Therefore, the San Juan College HIT Program is available to any qualified candidate who has access to the Internet. Some HITP courses may be offered only once a year; therefore, advisement for sequencing is important.

Admission to the programs is on a first-qualified, first-served basis. Acceptance to the College is granted to most applicants and does not constitute nor guarantee admission to the Health Information Programs. Final approval to enroll in the programs is granted by the Director of Health Information Technology Programs. Enrollment is limited. Taking courses that apply to the HIT curriculums does not guarantee acceptance to the programs.

To be eligible the applicant must have:

High school or college minimum GPA of 2.75. College GPA is based on a minimum of 12 non-remedial credits and completed the SJC Accuplacer tests if fewer than 18 college credits have been earned, or if deemed necessary by advisor.

APPLICATION PROCEDURE

The Program Applications are done through the Health Information Technology Office located in the San Juan College 30th Street Center Annex. You may arrange for an interview with the Director of Health Information Technologies by phoning: 505-566-3597.

Program Entry:

1. Obtain the appropriate entry application for your chosen course of study from the HIT Office.
2. Complete the enrollment process at San Juan College Admissions and Records:
 - a. Declare HIT, MAA, MTRN, or MCB as your major
 - b. Submit the General Information Form
 - c. Request official transcripts from each school that you will use for transfer credits
 - d. Request evaluation of all non-San Juan College transcripts
 - e. Take the Accuplacer tests if required
3. Submit the completed application materials to the HIT Department:
 - Formal program entry application
 - Accuplacer placement test scores and/or transcripts documenting equivalent credit
 - Documentation of all prerequisites completed or in progress.

Advanced Level Program Continuation:

As part of the mandatory academic advisement session held during the first semester of 100 Level HITP and MTRN courses, progress in the program will be reviewed. If in good standing, the intent to continue as a degree or certificate student will be documented in the Program student file. If necessary, any developmental/remedial work required before advancement will also be documented.