

HEALTH INFORMATION TECHNOLOGY  
 Medical Insurance Coder/Biller Certificate  
 Catalog 2010-2011  
 Offered Entirely On-Line or On-Campus

This certificate program (33 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 earn the certificate is available on the Internet. 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 CPT-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. 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. Students who fail to do so may be dropped from the program. 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
<b>Prerequisite:</b>					
___	HITP		Computerized Business Applications	3	___
<b>Core Curriculum:</b>					
___	HITP	110	Medical Terminology	3	___
___	HITP	112	Human Body: Structures and Functions	4	___
___	HITP	125	Introduction to Medical Practice Management	3	___
___	HITP	130	Pathophysiology: HITP	3	___
___	HITP	140	Computers in Healthcare	3	___
___	HITP	160	Pharmacology and Lab Procedures	3	___
___	HITP	170	Physician Coding (CPT-4)	3	___
___	HITP	185	Computerized Medical Office	3	___
___	HITP	200	Coding Classification Systems I	3	___
___	HITP	210	Coding Classification Systems II	3	___
___	HITP	230	Reimbursement Methodologies	3	___
___	HITP	260	Supervised Clinical Experience II	2	___

Total credit hours required for this certificate is 39

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

San Juan College offers 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, regional health information organizations and regulatory agencies.

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, MCB, or MT majors. All HITP courses are offered online for distance education purposes and the entire curriculum required to earn the AAS degree in Health Information Technology is available online. One MUST have access to a computer and internet access, DSL or broadband preferred. 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 required. 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. Enrollment is limited. Taking courses that apply to the HIT curriculums does not guarantee acceptance to the programs. Final approval to enroll in the programs is granted by the Director of Health Information Technology 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:
  - Declare HIT, MTRN, or MCB as your major
  - Submit the General Information Form
  - Request official transcripts from each school that you will use for transfer
  - Request evaluation of all non-San Juan College transcripts
  - 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
  - Demonstrate digital literacy by providing results of assessment

**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 or digital literacy work required before advancement will also be documented.