



## Coding Specialist

### Information and Application Packet 2017-18

#### **Program Description**

The Coding Specialist program will prepare a student to review and analyze health records to identify relevant diagnoses and procedure 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.

#### **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:

<b>1. Apply to Schoolcraft College</b>	Apply to Schoolcraft College on-line at <a href="http://www.schoolcraft.edu">www.schoolcraft.edu</a> .
<b>2. Transcripts</b>	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.
<b>3. Counseling and Assessment</b>	This program requires minimum assessment levels or course work in the areas of reading and writing. Students need to meet with an academic advisor or counselor to develop an academic plan. They can determine if an assessment test is necessary and if foundation courses are needed. Students with prior college level work or a degree may be exempt from placement testing. Students who have submitted SAT or ACT scores that are less than three years old to the Admissions and Welcome Center may also be exempt from assessment testing. Contact the Counseling Center at 734-462-4429 to make an appointment.
<b>4. HIT 104</b>	Complete Medical Terminology with a grade of 2.0/C or better.
<b>5. CIS 120</b>	Complete Software Applications with a grade of 2.0/C or better.
<b>6. BIOL 236 or BIOL 237 and BIOL 238</b>	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.
<b>7. Cumulative GPA</b>	Attain a cumulative grade point average of <u>2.0</u> or better for all Schoolcraft College courses.
<b>8. Apply to Coding Specialist Program</b>	Submit the attached Coding Specialist Restricted Enrollment to the Registration Center with appropriate signatures.

## Estimate of Tuition and Fees

<b>Coding Specialist Certificate Program (39 credit hours)</b>			
	<b><u>Resident</u></b>	<b><u>Non-Resident</u></b>	<b><u>Out of State</u></b>
Tuition:	\$ 3,978.00	\$ 5,772.00	\$8,502.00
Registration Fees:	\$ 129.00	\$ 129.00	\$ 129.00
Service Fees:	\$ 273.00	\$ 273.00	\$ 273.00
Instructional Equipment Fees:	\$ 351.00	\$ 351.00	\$ 351.00
Infrastructure Fees:	\$ 273.00	\$ 273.00	\$ 273.00
Course Fees:	\$ 1,153.00	\$ 1,153.00	\$ 1,153.00
Additional Expenses Certification Exam (CCA) fees	\$ 199.00	\$ 199.00	\$ 199.00
<b>TOTAL:</b>	<b>\$ 6,356.00</b>	<b>\$ 8,150.00</b>	<b>\$10,880.00</b>
The above figures are based on 2016-2017 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](mailto:admissions@schoolcraft.edu)

Web: [www.schoolcraft.edu](http://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 2017-2018

*The Coding Specialist Program requires a Restricted Enrollment Program Change. To begin this program, students must complete the following with a counselor or academic advisor and submit a Restricted Enrollment Program Change Form to the Registration Center.*

## ASSESSMENT

**Student:**

- has taken the CPT                       is exempt from assessment  
 has submitted ACT scores

Minimum Scores:	<i>CPT</i>	<i>ACT</i>	<i>new SAT- 3/2016</i>
Writing	71 +	18 +	25+
Reading	70 +	18 +	25+
Numerical/Arithmetic	60 +	16 +	22+

## PROFICIENCY

**Student:**

- has met minimum **English** score or ⇒  has successfully completed appropriate course (ENG 055 or higher)  
 has met minimum **reading** score or ⇒  has successfully completed appropriate course (COLLS 053 or higher)  
 has met minimum **math** score or ⇒  has successfully completed appropriate course (MATH 045 or higher)

*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.

**Counselor/Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Schoolcraft  
College**

## Restricted Enrollment Program Change Form

**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)

Counselor/Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return to:**

Schoolcraft College  
Registration Center  
240 McDowell Center  
18600 Haggerty Road, Livonia, MI 48152  
Phone: 734-462-4426  
Fax: 734-462-4553