

## Official Program Outline



**HERZING<sup>®</sup>**  
— UNIVERSITY —

### DIPLOMA IN MEDICAL CODING (DMC)

#### PROGRAM DESCRIPTION

The goal of this diploma program in medical coding is to provide the student with a thorough understanding of the content of anatomy, physiology, disease processes, and medical terminology. This program will provide the student with the knowledge and understanding to analyze medical records and assign codes to classify diagnoses and procedures. Student will gain an understanding of the importance of patient privacy while applying the principles of professional and ethical conduct. The program will prepare the student for an entry-level position as a medical coder in a hospital, clinic, physician's office, or other healthcare facility.

#### PROGRAM OBJECTIVES

Upon completion of this program, the student should be able to:

1. Examine medical documentation for appropriate codes using terminology, disease process, anatomy and physiology and pharmacology.
2. Employ appropriate coding format and guidelines to assign medical codes.
3. Understand principles of patient privacy and ethical conduct.

#### POTENTIAL OCCUPATIONAL TITLES

Potential occupational titles for this program include, but are not limited to, medical records, medical coder, inpatient coder, outpatient coder and coding specialists.

#### PROGRAM CONTENT

A minimum of 30.00 semester credit hours is required for graduation.

#### REQUIRED COURSES

All courses, 16.00 semester credit hours, are required.

Course Number	Course Name	Semester Credit Hours
HC 101	Medical Terminology	1.00
MO 160	Pathophysiology and Pharmacology	3.00
MO 185	Medical Ethics and Professionalism	1.00
MC 110	Introduction to Billing and Coding	3.00
MC 120	Patient Privacy	3.00
MC 175	International Classification of Diseases 10 CM Coding I	3.00
MC 209	Certification Review	2.00

#### CORE COURSES

Choose **one** sequenced option, 6.00 semester credit hours, are required.

Course Number	Course Name	Semester Credit Hours
<b>OPTION 1, or</b>		
MC 165	Current Procedural Terminology Coding I	3.00

Course Number	Course Name	Semester Credit Hours
MC 265	Current Procedural Terminology Coding II	3.00

#### OPTION 2

MC 275	International Classification of Diseases 10 CM Coding II	3.00
MC 280	International Classification of Diseases 10 PCS	3.00

#### REQUIRED ANATOMY AND PHYSIOLOGY

4.00 semester credit hours are required.

Course Number	Course Name	Semester Credit Hours
SC 144	Introduction to Anatomy and Physiology	4.00

#### REQUIRED INTERNSHIP OR RESEARCH PROJECT

4.00 semester credit hours are required.

Course Number	Course Name	Semester Credit Hours
MC 291	Insurance Billing and Coding Case Study Research Project	4.00
*MC 294	Insurance Billing and Coding Internship	4.00

\* Enrollment in a student readiness training is required two terms prior to internship course. Successful completion of training is required prior to internship course enrollment.

#### COURSE DESCRIPTIONS

##### HC 101 - Medical Terminology

This course introduces common medical terms through the analysis of word components. Emphasis will be placed on the structure of terms-Greek and Latin roots, prefixes, and suffixes. A medical vocabulary will be developed through the study of the anatomical structures, physiological functions, diagnostic and therapeutic procedures, and pathologies of the body systems. Terminology will be practiced through the use of common abbreviations, spelling, pronunciation and definitions. Semester Credit Hours: 1.00 Contact Hours: 15/0/0/15 Prerequisite: None Corequisite: None

##### MC 110 - Introduction to Billing and Coding

This course will introduce students to health insurance and medical billing practices. Students will understand the health insurance industry, legal and regulatory issues, and differences in reimbursement methodologies. The student will learn principles of medical billing related to proper claim form preparation, claim submission, payment processing and follow-up. Semester Credit Hours: 3.00 Contact Hours: 45/0/0/45 Prerequisite: HC 101 Medical Terminology. Corequisite: None

##### MC 120 - Patient Privacy

This course will introduce students to the foundational principles of patient privacy and security of personal health information. Students will understand the confidential and sensitive nature of medical information and how to protect it. The course will emphasize the Health Insurance Portability and Accountability Act (HIPAA) privacy and security rules, patient rights and reporting requirements. Semester Credit Hours: 3.00 Contact Hours: 45/0/0/45 Prerequisite: None Corequisite: None

##### MC 165 - Current Procedural Terminology Coding I

Current Procedure Coding I (CPT) helps students determine all types of healthcare services, treatments, and procedures provided to patients for outpatient services in both the physician and facility setting. HCPCS Level II codes will also be covered. Semester Credit Hours: 3.00 Contact Hours: 45/0/0/45 Prerequisite: SC 146 Anatomy and Physiology I and SC 246 Anatomy and Physiology II. Corequisite: None

##### MC 175 - International Classification of Diseases 10 CM Coding I

Diagnosis Coding I is an introduction to the ICD-10-CM data set used for reporting diagnoses. This course will also include instruction on how to classify and index diagnoses in the healthcare setting. The various uses for diagnosis codes will be discussed as well. Semester Credit Hours: 3.00 Contact Hours: 45/0/0/45 Prerequisites: SC 146 Anatomy and Physiology I and SC 246 Anatomy and Physiology II. Corequisite: None

##### MC 209 - Certification Review

Program Review is a course in which the student will prepare for certification examinations. The Certified Coding Associate (CCA) or Certified Billing and Coding Specialist (CBCS) are nationally recognized credential that enables employers to have confidence in a

potential employee's ability. This course aids the student in combining their didactic training with a variety of review methodologies. Semester Credit Hours: 2.00 Contact Hours: 15/30/0/45 Prerequisite: Final term of Study, PGPA 2.00 Corequisite: None

#### MC 265 - Current Procedural Terminology Coding II

This course will allow the student to advance skill development in the assignment of diagnostic and procedure codes in the outpatient healthcare environment in specialized areas of healthcare. Semester Credit Hours: 3.00 Contact Hours: 45/0/0/45 Prerequisite: MC 165 Current Procedural Terminology Coding I. Corequisite: None

#### MC 275 - International Classification of Diseases 10 CM Coding II

The second diagnosis coding course in this series is an intermediate coding course which reviews the International Classifications of Diseases Clinical Modification (ICD-10-CM) data set used for reporting diagnoses to health care agencies. This course will require students to classify and index diagnoses in the healthcare setting. Students will examine regulatory compliance, data analysis and reimbursement theory as part of this course. Semester Credit Hours: 3.00 Contact Hours: 45/0/0/45 Prerequisite: MC 175 International Classification of Diseases 10 CM Coding I. Corequisite: None

#### MC 280 - International Classification of Diseases 10 PCS

This Procedure Coding course introduces the student to a coding system used by hospitals for coding inpatient procedures. The course will include instruction how to analyze, assign, and sequence coding procedures in the ICD-10-PCS coding system. Semester Credit Hours: 3.00 Contact Hours: 45/0/0/45 Prerequisite: MC 275 International Classification of Diseases 10 CM Coding II. Corequisite: None

#### MC 291 - Insurance Billing and Coding Case Study Research Project

This course prepares students for challenges in the workplace by improving their critical thinking and problem-solving skills using research as a problem-solving tool. Students will examine real-world business problems while analyzing, developing, and implementing workplace solutions to build relationships that support the organization's strategic goals. In addition to building a foundation and developing competencies, students will develop important skills in ethical and values considerations, technology, and business communication. Semester Credit Hours: 4.00 Contact Hours: 60/0/0/60 Prerequisite: All didactic work, final term of study, and PGPA of 2.0. Corequisite: None.

#### MC 294 - Insurance Billing and Coding Internship

During the internship phase of training, the student will experience various aspects of working in the insurance billing and coding field. The internship will provide the student with the opportunity to experience and participate in the duties of a medical biller and/or coder in a working environment. Experienced insurance billing and/or coding personnel provide the instruction. Note: Online students in some states may not be allowed to take this internship due to state restrictions. Semester Credit Hours: 4.00 Contact Hours: 0/0/180/180 Prerequisites: All didactic work, final term of study, and PGPA of 2.0.

#### MO 160 - Pathophysiology and Pharmacology

This course provides instruction in the study of human diseases with focus on the symptoms, signs, causes, and diagnosis of disease. Additionally, students will learn about pharmacology, drug abbreviations, drug categories, diagnostic equipment including lab values, and pharmacological treatment related to human diseases. This course has a lab component. Semester Credit Hours: 3.00 Contact Hours: 30/30/0/60 Prerequisites: HC 101 Medical Terminology or HI 221 Health Sciences for ICD-10. Corequisites: None

#### MO 185 - Ethics and Professionalism

This course is designed to introduce the student to important ethics as it pertains to the healthcare profession which includes controversial health care issues. The student will be introduced to patient confidentiality and information security as identified and enforced through HIPAA regulations. Additionally, the student will learn about the importance of professionalism in the workplace. Semester Credit Hours: 1.00 Contact Hours: 15/0/0/15 Prerequisites: None Corequisites: None

#### SC 144 - Introduction to Anatomy and Physiology

This course provides an introduction to the study of the structure and function of the human body. Topics include an introduction to homeostasis, cells, and tissues, along with a basic study of the body systems and their interrelationships. The lab component of the course provides 3D interactive visualization of human systems. Semester Credit Hours: 4.00 Contact Hours: 45/30/0/75 Prerequisite: None. Corequisite: None.