

Dallas college  School of Health Sciences

mEDICAL CODER CERTIFICATE PROGRAM

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**Medical Coder Certificate Program**

**Revised for the Fall 2024/Spring 2025**

# Program Summary and Accreditation

Education and training are key to becoming a skilled and successful medical coder. The Dallas College School of Health Sciences’ Medical Coder Program is a college credit certificate program consisting of 32 credit hours. It provides training in coding and classification systems, medical terminology, anatomy and physiology, health information systems, legal and ethical standards in health care, as well as reimbursement methodologies.

Upon completion of the program, you will have the skills needed to work in entry-level coding positions in a variety of healthcare settings and prepare for the medical coder certification exams. Certification represents your expertise as a coder which can increase your income and job opportunities in the medical coding field.

Medical coding certification exams are administered by American Health Information Management Association (AHIMA) and American Academy of Professional Coders (AAPC).

Medical coder certifications include Certified Coding Associate (CCA), Certified Coding Specialist (CCS) administered by AHIMA and the Certified Professional Coder (CPC) exam administered by American Academy of Professional Coders (AAPC).

**DISCLAIMER**:

* The Medical Coder Certificate program does not guarantee job placement in hospitals, medical offices, medical coding and billing offices, or other relevant health care settings.
* Additionally, the program does not prepare students for starting a home/office coding business.

**Equal Educational Opportunity**

Educational opportunities are offered by Dallas College without regard to race, color,

religion, national origin, sex, disability, age, sexual orientation, gender identity, or gender expression.

# A. Medical Coder Certificate Program Application Checklist

This checklist is organized for an applicant just beginning their college experience. Some items may not be applicable if you have previous college credits.

1. \_\_\_\_Download and read through the Medical Coder Certificate Program [information packet](https://www.dallascollege.edu/cd/credit/pages/ecc-health-packets-sessions.aspx).
2. \_\_\_\_If you have questions about the program, email [AskSOHS@dallascollege.edu](mailto:asksohs@dallascollege.edu?subject=Questions%20about%20a%20health%20program).
3. \_\_\_\_Complete an [application for college admission](https://www.applytexas.org/), if not already a Dallas College student.
4. \_\_\_\_Submit official transcripts from all previously attended colleges/universities to [studenttranscripts@dallascollege.edu](mailto:studenttranscripts@dallascollege.edu) or to Dallas College, Attention: Admissions Processing, 3737 Motley Drive, Mesquite, TX 75150.
5. \_\_\_\_See a [Success Coach](https://www.dallascollege.edu/resources/success-coaching/pages/default.aspx) (advisor) as needed for TSI counseling, placement testing, etc., and complete any developmental courses as may be determined from the test scores
6. \_\_\_\_Complete the Medical Coder Certificate Program prerequisite courses with a “C” or better:
   1. \_\_\_\_POFI 1301
   2. \_\_\_\_MDCA 1313
   3. \_\_\_\_MDCA 1409
7. \_\_\_\_Complete an online program information session at the [college website](https://www.dallascollege.edu/cd/credit/pages/ecc-health-packets-sessions.aspx) in its entirety. This is **MANDATORY** to apply to the School of Health Sciences Medical Coder Program.

(At the end of the session, you will be directed to complete a questionnaire over the information provided).

1. \_\_\_\_Submit a completed program application form in either of the following ways:

* Email [sbraddy@dallascollege.edu](mailto:sbraddy@dallascollege.edu) for the upload link to submit electronically scanned PDF application documents.
* Mail it to the following address:

Dallas College

Brookhaven Campus

School of Health Sciences

Attention: Sonya Braddy, MHSA, RHIA, CCS

3939 Valley View Lane Farmers Branch, TX 75244

1. \_\_\_\_Registration for courses. Registration begins in mid-April for summer and fall and mid-November for spring courses each year. Enrollment is on a first come first serve basis and courses fill up. Early registration is advised.

# B. General Admission Requirements to the College

Applicants to the Medical Coder Certificate Program must meet all [college admission requirements](https://www.dallascollege.edu/admissions/pages/default.aspx) as outlined in the official college catalog.

Applicants must have earned either a high school diploma or General Education Diploma (GED) in addition to complying with Texas Success Initiative (TSI) requirements before they will be eligible to apply to a Health Sciences program. Students pursuing this program are waived from TSI standards but must meet course prerequisites. Students should consult the Success Coach/advising office to determine their TSI status before beginning the prerequisite courses for a Health Sciences program.

## Official College Transcripts

Before applying to the Medical Coder Certificate Program, potential applicants must have submitted ***official transcripts from ALL colleges and universities the applicant has attended whether the coursework is or is not relevant to the program application***. Transcripts from Dallas College (formerly Dallas County Community College District) campuses are not required.

The transcripts must be current with the **print date no earlier than three years** before the applicant’s anticipated admission to the program unless the student has not had a break in enrollment with Dallas College since the transcripts were originally submitted. If the official transcripts have not been submitted, the individual’s application will be voided.

Official transcripts must be sent electronically from the applicant’s previous colleges to [studenttranscripts@dallascollege.edu](mailto:studenttranscripts@dallascollege.edu). Transcripts sent by the applicant in PDF or other formats are not accepted. Transcripts may also be mailed from a college in a sealed envelope to Dallas College, Attn: Admissions Processing, 3737 Motley Drive, Mesquite, TX 75150.

## Initial Advisement

Students who are beginning college for the first time will follow the [Steps to Enrollment](https://www.dallascollege.edu/admissions/application/pages/default.aspx) which will guide them from applying the college system to placement testing, selecting a degree plan, contacting a Success Coach, and enrolling in basic courses. <https://www.dallascollege.edu/admissions/pages/new-credit-students.aspx>

A student who has not completed college coursework should request a general Associate of Science Degree plan from [Success Coaching](https://www.dallascollege.edu/resources/success-coaching/pages/centers.aspx) as a starting point toward future application to a health sciences program. ***Note: Additional assessment testing in computer literacy and learning frameworks courses may be required for certain students***

# C. Prerequisite Courses

Applicants must complete the prerequisite courses with a “C” or better in each course before enrolling for the HITT 2330 and HITT 1341 courses in the first semester.

|  |  |  |
| --- | --- | --- |
| Course | Pre-requisites | Credit Hours |
| POFI 1301 | Computer Applications I | 3 |
| MDCA 1313 | Medical Terminology | 3 |
| MDCA 1409 | Anatomy & Physiology | 4 |
| Subtotal | | 10 |

## Five-Year Time Limit for Select Courses

Any previous coursework that is being presented for transfer as a prerequisite or general support course for the Medical Coder Certificate Program must have been completed less than five years before the start of the class for which you are applying.

***Dallas College reserves the right to accept or reject any coursework completed at other colleges and/or outside the five-year time limit presented for transfer evaluation toward the Medical Coder Program and will be at the discretion of the program coordinator.***

## Coursework from Institutions Outside of the United States

No coursework will be accepted from a college outside of the United States.

# G. Medical Coder Certificate Program Application Materials Submission

1. Complete [Application](https://www.dallascollege.edu/admissions/pages/default.aspx) for admission to Dallas College
   1. Applicants to the Medical Coder Program must meet the [college admission requirements](https://www1.dcccd.edu/catalog/GeneralInfo/AdmissAssessAdvEnroll/require.cfm?loc=econ) of Dallas College, as outlined in the college catalog.
   2. Applicants must have earned either a high school diploma or a General Education Development (GED) certificate.
2. Submit official transcripts from all colleges and universities attended to the Admissions Office.
   1. Official transcripts must be sent from the applicant’s previous colleges to the Admissions/Registrar’s Office.
   2. All official transcripts from all colleges attended must be submitted BEFORE applying to the program. Transcripts from Dallas College campuses are not required.
3. Students pursuing this certificate are waived from the Texas Success Initiative (TSI) standards but must meet course prerequisites.
4. Complete the following Medical Coder Certificate prerequisite courses with a “C” or better in each course before enrolling for the HITT 2330 and HITT 1341 courses in the first semester.
   1. POFI 1301 Computer Applications I
   2. MDCA 1313 Medical Terminology
   3. MDCA 1409 Anatomy and Physiology for Medical Assistants (at the discretion of the Program Coordinator, the combination of SCIT 1407 and SCIT 1408 OR the combination of BIOL 2401 and BIOL 2402 if completed within five years of program start date may be substituted for MDCA 1409)
5. Complete an online program information session at the [college website](https://www.dallascollege.edu/cd/credit/pages/ecc-health-packets-sessions.aspx) in its entirety. This is **MANDATORY** to apply to the School of Health Sciences Medical Coder Program.
   1. At the end of the session, you will be directed to complete a questionnaire on the information provided.
6. Submit a completed program application form in either of the following ways:

* Email [sbraddy@dallascollege.edu](mailto:sbraddy@dallascollege.edu) for the upload link to submit electronically scanned PDF application documents.
* Mail it to the following address:

Dallas College

Brookhaven Campus

School of Health Sciences

Attention: Sonya Braddy, MHSA, RHIA, CCS

3939 Valley View Lane Farmers Branch, TX 75244

# H. Application Filing Period(s)

Registration begins in mid-April for summer and fall courses and in mid-November for spring courses each year.

Enrollment is on a first come first serve basis and courses fill up. Early registration is advised.

# I. Selection Process & Notification of Acceptance

The Medical Coder Certificate program is an "open" enrollment program at this point so there is no selection process or acceptance letter. Candidates need only to complete the mandatory information session quiz and submit a program application for entrance into the program. Successful completion of prerequisites will allow students to continue to HITT courses outlined in the program curriculum.

# J. Curriculum Overview - Medical Coder Certificate Program

Courses are scheduled in a particular sequence and should be strictly adhered to. Knowledge, skills, and practices are developed throughout each course and build upon each other, moving from the simple to the complex.

* You may enroll in classes either full-time or part-time.
* Prerequisite courses are offered in the fall, summer, and spring semesters. Enrollment is on a first come first serve basis.
* Please check the college website for the schedule of course offerings each semester.
* All courses in the curriculum are offered online; on-site courses are offered as needed.
* The following prerequisite courses must be completed with a “C” or better in each course before enrolling for the HITT 2330 and HITT 1341 courses in the first semester.
  1. POFI 1301 Computer Applications I
  2. MDCA 1313 Medical Terminology
  3. MDCA 1409 Anatomy and Physiology for Medical Assistants (at the discretion of the Program Coordinator, the combination of SCIT 1407 and SCIT 1408 OR the combination of BIOL 2401 and BIOL 2402 if completed within five years of program start date may be substituted for MDCA 1409)
* HITT 1301 can be taken along with the prerequisite courses.
* HITT 1311 and HITT 1253 can be taken along with either Semester I or II courses.
* Students cannot enroll in HITT 1341 Coding and Classification Systems before completing MDCA 1313, and MDCA 1409 with a “C” or better.
* Students cannot enroll in HITT 1342 Ambulatory Coding before completing HITT 1341 with a 75 (C) or better.
* Students cannot enroll in HITT 2335 Coding and Reimbursement Methodologies before completing HITT 1341 and HITT 1342 with a passing score of 75 (C) or better.
* Students cannot enroll in the final capstone course - HITT 2246 Advanced Medical Coding before completing HITT 1341 and HITT 1342 with a 75 (C) or better.
* HITT 2246 will be offered each spring and summer semester starting AY 22-23.
* All courses in the curriculum must be completed with a minimum score of C to be eligible to enroll in the next classes and to obtain the certificate. If a grade of D or F is earned, the student must repeat that course to complete the program.

**Please note: Your academic records will be checked for courses you have registered for, and you will be dropped from any course that you have enrolled in before meeting the above requirements and course prerequisites.**

**The Medical Coder Certificate Program is a college credit certificate program consisting of 32 credit hours.**

* Upon program completion, students will have the entry-level skills needed for the health information management industry as a medical coder in a variety of healthcare settings.
* Successful completion of this Medical Coder certificate program provides a foundation for students to prepare and take the following certification exams:
  + Certified Coding Associate, CCA, exam administered by AHIMA
  + Certified Coding Specialist, CCS, exam administered by AHIMA
  + Certified Professional Coder, CPC, exam administered by AAPC

**Medical Coder Level 1 Certificate Curriculum**

|  |  |  |
| --- | --- | --- |
| Course | Pre-requisites | Credit Hours |
| POFI 1301 | Computer Applications I | 3 |
| MDCA 1313 | Medical Terminology | 3 |
| MDCA 1409 | Anatomy & Physiology | 4 |
| Subtotal | | 10 |

|  |  |  |
| --- | --- | --- |
| Course | Semester 1 | Credit Hours |
| HITT 1301 | Health Data Content & Structure | 3 |
| HITT 2330 | Pathophysiology & Pharmacology | 3 |
| HITT 1341 | Coding & Classification Systems | 3 |
| Subtotal | | 9 |

|  |  |  |
| --- | --- | --- |
| Course | Semester 2 | Credit Hours |
| HITT 1311 | Health Information Systems | 3 |
| HITT 1253 | Legal & Ethical Aspects of Health Information Management | 2 |
| HITT 1342 | Ambulatory Coding | 3 |
| Subtotal | | 8 |

|  |  |  |
| --- | --- | --- |
|  | Semester 3 | Credit Hours |
| HITT 2335 | Coding & Reimbursement Methodologies | 3 |
| HITT 2246 | Advanced Medical Coding\* | 2 |
| Subtotal | | 5 |
| Program Total | | 32 |

***\*HITT 2246 Advanced Medical Coding is the capstone course for this program.***

# K. Medical Coder Certificate Program General Information

## Medical Coder Certificate Program Contact Information

For assistance, please email [ASKSOHS@dallascollege.edu](mailto:ASKSOHS@dallascollege.edu).

Mission Statement

Our mission as the Dallas College Medical Coder Certificate Program in the School of Health Sciences is to provide high-quality education and skills in a respectful and inclusive environment that builds a foundation for a successful career in Medical Coding.

Program Objectives

1. Equip students with sound knowledge of accurately assigning ICD-10-CM/PCS, CPT, and HCPCS codes for diagnoses, procedures, and services according to coding guidelines.
2. Prepare students for successful completion of the Certified Coding Associate (CCA) certification exam administered by the American Health Information Management Association (AHIMA) and establish a solid foundation in preparation for other coding certification exams.
3. Instill the proficient application of coding guidelines, coding software, and other medical coding resources that will contribute to successful placement as an entry-level medical coder.
4. Develop students into medical coders with the ability to effectively communicate, establish relationships, and be active contributors to the Health Information Management industry.

The Medical Coder certificate program is conducted by the Dallas College School of Health Sciences as a contribution to the health education needs of the community it serves.

**DISCLAIMER**:

* The Medical Coder Certificate program does not guarantee job placement in hospitals, medical offices, medical coding, and billing offices, or other relevant healthcare settings.
* Additionally, the program does not prepare students for starting a home/office coding business.

# L. Estimated Expenses for the Medical Coder Certificate Program

|  |  |  |  |
| --- | --- | --- | --- |
| Prerequisites, Semesters I, II & III | | | |
|  | Dallas County Resident | Out of County | Out of State |
| Tuition/Learning Materials | $2,528 | $4,320 | $6,400 |

The tuition is charged according to the number of credit hours for which a student enrolls and the location of legal [residency](https://www.dcccd.edu/admissions/application/pages/residency.aspx). Dallas County Resident = $79 per credit hour, Out-of-County Resident = $135 per credit hour, Out-of-State/ International Resident = $200 per credit hour. More information on financial aid can be found here: [Financial Aid Info Link](https://www.dallascollege.edu/paying-for-college/financial-aid/pages/default.aspx).

Tuition includes textbook costs through the [IncludEd Program](https://www.dallascollege.edu/resources/books/pages/included.aspx). *These and other fees stated are subject to change.*

A [Tuition Payment Plan](https://www.dcccd.edu/paying-for-college/payments/pages/payment-plans.aspx) option is available through the Dallas College Business Office.