

Student Name:

FY:

Local Program Name: Medical Coding

Student Type: Adult

Schedule Type:

Cohort/Block Number:

Campus

Offsite Location:

CTSO	Distance Education	Break Schedule:					
BPA	0%						
Block/Instructor(PID):		ADDITIONAL INTERSESSION DATES:					
Class Schedule:	Day:	Start Date:					
	Hours:		End Date:				
OCAS Code:	9230	CIP Code:	51.0713	State Program Code:	BA0056001	SOC Code:	29-2071

COURSE #	OCAS	ACAD & OHLAP	COURSES	THEORY	LAB	TOTAL	START DATE	END DATE	#DAYS	Grade	Notes
BUSN-0100			Administrative Technologies	30	90	120					
BUSN-0101			Medical Office/Medical Terminology	90	90	180					
BUSN-0102			Patient Billing & Medical Insurance	90	90	180					
BUSN-0103			Diagnosis Coding	65	25	90					
BUSN-0104			Procedural Coding	140	100	240					
BUSN-0105			Medical Coding Capstone	40	80	120					
TOTAL COMPLETED HOURS				455	475	930					

Comments:

In order to complete the academic program, students must complete all curriculum hours by the program end date. All hours must be face to face and may occur in the classroom, laboratory, or at other locations as assigned. Hours completed outside of the scheduled class time will be supervised, documented, and recorded within the district attendance system. A student may participate in Work Based Experiences upon meeting the stated requirements and business and industry availability.

B & I Certifications		
Certification Name	Number	A-F?
Primary: Certified Professional Coder (CPC)	8511	Y
Additional: OSHA 10 Healthcare	*	N
Heartsaver First Aid CPR AED	*	N
Business Communication	172	N
Computer Fundamentals (Win7) (Win 10 not available as of 9/19)	951	N
Computer Literacy (Win 7) (Win 10 not available as of 9/19)	969	N
Customer Assistance	451	N
English Listening Comprehension (U.S.)	*	N
HIPAA (Security)	1510	N
Health Care Administration (U.S.)	*	N
Health Care Risk Management (U.S.)	*	N
Listening Skills	173	N
MS Excel 2013 (2019 not available as of 9/19)	153	N
MS Word 2013 (2019 not available as of 9/19)	152	N
MS Outlook 2013 (2019 not available as of 9/19)	158	N
Telephone Etiquette	154	N
Typing Speed & Accuracy	186	N
Filing (U.S.)	*	N
Office Procedures	155	N
Record Information Management	*	N

SIGNATURES:

Student: _____

Instructor: _____

Coordinator: _____

Administrative: _____