

2016-2017

Medical Coding Specialist

Certificate of Occupational Training

Nancy Moorhead

Carolyn Vigil

Faculty Advisor/Program Director

Student Name

Academic Advisor

575.624.7357

Telephone Number

Student ID Number

Date

Advisor's Notes/Recommendations:

- In order to improve student success probability and reduce unnecessary attrition, all students must take the University Skills Placement Test prior to entering the program.

Program Requirements:

- Must complete ENTR 101 or PSY 134 or UNIV 101 prior to entry into the program.
- Mandatory drug screening is required during the first week of the program and will be scheduled by the Division of Health faculty. Students must pass the mandatory drug screening to remain in the program. Drug screening may be repeated based on requirements of clinical site contracts. Students must pass the mandatory drug screening and any mandatory screening to remain in the program. Appeals can be made according to the process outlined in the Student Handbook.
- Students exhibiting signs of impaired clinical judgment related to suspected use of chemical substances, legal or otherwise, will be removed from the classroom, laboratory, or clinical setting immediately. At that time, the instructor will implement steps according to the Division of Health Policy for Student Suspected Impairment. Appeals can be made according to the process outlined in the Student Handbook.
- Students will be expected to meet health history, immunization, and background check requirements.
- A grade of "C" or better in each MDST class and an overall "C" average in all required courses must be achieved in order to graduate from the program.

		Grade	Sem.		Grade	Sem.		Grade	Sem.
Writeplacer	ENG 093			ENG 096			ENG 098L		
Math	--	--	--	MATH 094/095			MATH 097/098		

Note * Prerequisite/s required: See list below

Fall Semester			Credit Hours	Grade	Semester
MDST	102	Medical Terminology	3 hrs.		
MDST	103	Anatomy and Physiology for Allied Health	3 hrs.		
*MDST	104	Administrative Medical Skills I	2 hrs.		
MDST	104L	Administrative Medical Assisting I Lab	1 hr.		
MDST	106	Professional Development	2 hrs.		
MDST	118	Current Issues in Allied Health	2 hrs.		
*MDST	119	Diagnostic Coding	3 hrs.		
			16 hrs.		
Spring Semester			Credit Hours	Grade	Semester
*MDST	108	Pharmacology for Allied Health	3 hrs.		
*MDST	109	Administrative Medical Skills II	3 hrs.		
OR					
MDST	121	Health Insurance Claims Processing	3 hrs.		
MDST	206	Pathophysiology for Allied Health	3 hrs.		
*MDST	120	Procedural Coding	3 hrs.		
CIT	151	Basic Computer Skills II	3 hrs.		
			15 hrs.		

Summer Session			Credit Hours	Grade	Semester
*MDST	205	Practice Management & EHR	2 hrs.		
MDST	221	Coding Certification Review	2 hrs.		
			4 hrs.		

TOTAL HOURS REQUIRED FOR CERTIFICATE	35 HRS
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***Prerequisites:**

MDST	104	Administrative Medical Skills I Corequisite: 104L, Prerequisite: CIT 101 or 151. Prerequisite/Corequisite: MDST 102
MDST	109	Administrative Medical Skills II Prerequisite: MDST 104
MDST	119	Diagnostic Coding Prerequisites/Corequisites: MDST 102, MDST 103
MDST	120	Procedural Coding Prerequisites/Corequisites: MDST 102, MDST 103, MDST 119
MDST	205	Practice Management & EHR Prerequisite: MDST 104 and MDST 109 or consent of program director
MDST	108	Pharmacology for Allied Health Prerequisite: Satisfactory placement score or Math 094/095 with grade of "C" or better

