ABOUT THE PROGRAM

The Medical Coder program allows students to work at their own pace to prepare students for employment as entry level coding specialists in health care facilities such as hospitals, clinics, physician practice groups, surgery centers, long-term care facilities, and home healthcare agencies. Medical coders are also employed in consulting firms, coding and billing services, insurance companies, governmental agencies, and computer software companies. The medical coder reviews medical documentation provided by physicians and other health care providers and translates this into numerical codes. The coders assign and sequence diagnostic and procedural codes using universally recognized coding systems. Several uses of coded data are for payment of health care claims, statistics, and medical research.

PROGRAM OUTCOMES

• Assign diagnostic and procedure codes using the ICD coding system.
• Assign procedure codes using the HCPCS/CPT coding system.
• Adhere to security/privacy/confidentiality policies.
• Use computers to process information.
• Support data collection and reimbursement system.
• Communicate in a professional manner.
• Model professional behaviors, ethics, and appearance.

CAREER AND EDUCATION ADVANCEMENT OPPORTUNITIES

LTC credits transfer to over 30 universities. For more information visit gotoltc.edu/future-students/transfer.

ADMISSIONS AND FIRST SEMESTER ENROLLMENT STEPS

 - Submit online application.
 - Complete a background check and pay for applicable processing fee.
 - Complete the online Student Success Questionnaire.
 - Complete Technical Standards form.
 - Read program handbook and submit the signed signature page.
 - Schedule your 1st Time Program Counseling/Registration Session with your assigned program counselor to plan your first semester schedule, review your entire plan of study and discuss the results of the Student Success Questionnaire.

Submit transcripts and test scores (optional, highly recommended): College transcripts, along with high school transcripts and test scores from within the last five years, used for course registration. Official transcripts needed for transferring college credit(s) and for financial aid purposes.

FUTURE SEMESTER ENROLLMENT STEPS

- Complete online Student Success Tutorial prior to registering for second semester.

APPROXIMATE COSTS

• $146.20 per credit tuition (WI resident) plus $8.77 per credit student activity fee. Material fee varies depending on course. Other fees vary by program. Visit gotoltc.edu/financial-aid/tuition-and-fees for details.

FINANCIAL AID

This program is eligible for financial aid. Visit gotoltc.edu/Financial-Aid or talk with your Admissions Advisor about how to apply for aid.

SPECIAL NOTE

Learn when you want. Progress at your own pace. Receive personalized coaching and support. The full CBE definition may be found at gotoltc.edu/cbe.

To complete the clinical portion of this program, site specific health and immunization documentation will be required.

CONTACT

LTC Admissions Advisor
920.693.1162 • Admissions@gotoltc.edu

Catalog No.	Class Title	Credit(s)
Term 1		
10501115	Medical Terminology - Part 1	1
10501116	Medical Terminology - Part 2	1
10501117	Medical Terminology - Part 3	1
10501107	Digital Literacy for Healthcare	2
10530141	Introduction to the Healthcare System	1
10530142	Introduction to the Medical Record	1
10530143	Medical Record Processes	1
10530182	Human Diseases for Health Professions	3
10806189	Basic Anatomy	3
10103101	Access - Level 1	1
		15
Term 2		
10530130	CPT Coding Part 1	1
10530131	CPT Coding Part 2	1
10530132	CPT Coding Part 3	1
10530133	ICD Diagnosis Coding Part 1	1
10530134	ICD Diagnosis Coding Part 2	1
10530135	ICD Diagnosis Coding Part 3	1
10530136	Introduction to PCS Coding	1
10530137	Application of PCS Coding	1
10530144	3M Coding System	1
10530145	Find a Code Coding System	1
10530146	Nuance Coding System	1
10530147	HIM/Coding Practicum Part 1	1
10530148	HIM/Coding Practicum Part 2	1
10530138	Healthcare Revenue Mgmt: Payment Methodologies	1
10530139	Healthcare Revenue Mgmt: Revenue Compliance	1
10530140	Healthcare Revenue Mgmt: Revenue Cycle	1
		16
	TOTAL	**31**

Curriculum and program acceptance requirements are subject to change. Program start dates vary; check with your program counselor for details. The tuition and fees are approximate based on 2023-2024 rates and are subject to change prior to the start of the academic year.

3M CODING SYSTEM…prepares the learner to utilize 3M Coding System to complete coding scenarios. COREQUISITES: 10530131 CPT Coding Part 2, 10530132 CPT Coding Part 3, 10530134 ICD Diagnosis Coding Part 2, 10530135 ICD Diagnosis Coding Part 3, 10530137 Application of PCS Coding

ACCESS - LEVEL 1…introduces students to the process of creating a database, building and populating a table, establishing table relationships, and creating queries, forms, and reports.

APPLICATION OF PCS CODING…prepares the learner to assign ICD-PCS procedure codes as they apply to all of the body systems and miscellaneous procedures. COREQUISITE: 10530136 Introduction to PCS Coding

BASIC ANATOMY...examines concepts of anatomy and physiology as they relate to health careers. Learners correlate anatomical and physiological terminology to all body systems. COREQUISITE: Reading placement assessment or equivalent

CPT CODING PART 1…prepares the learner to apply the rules of CPT Medical Coding as they relate to the format and conventions, evaluation and management, medicine, and ancillary services (lab/x-ray) and HCSPS.

CPT CODING PART 2…prepares the learner to apply the rules of CPT Medical Coding as they relate to digestive, urinary, reproductive, neurologic, and sensory systems. COREQUISITE: 10530130 CPT Coding Part 1

CPT CODING PART 3…prepares the learner to apply the rules of CPT Medical Coding as they relate to the integumentary, musculoskeletal, circulator, respiratory systems, and anesthesia. COREQUISITE: 10530131 CPT Coding Part 2

DIGITAL LITERACY FOR HEALTHCARE…focuses on the use of technology in healthcare. Learners use common business software applications, including word processing, presentation, spreadsheet, and databases. Communication methods using technology are addressed. Learners gain experience with using the electronic health record (EHR). Healthcare EHR security issues, social media use, and digital healthcare resources are examined.

FIND A CODE CODING SYSTEM…prepares the learner to utilize Find a Code Coding System to complete coding scenarios. COREQUISITE: 10530144 3M Coding System

HC REV MANAGEMENT: PAYMENT METHODOLOGIES…prepares the learner to compare government and non-government payers and payment methodologies.

HC REV MANAGEMENT: REVENUE COMPLIANCE…prepares the learner to apply various payment methodologies while ensuring compliance with regulations and future trends. COREQUISITE: 10530138 HC Revenue Mgmt Payment Methodologies

HC REV MANAGEMENT: REVENUE CYCLE…prepares the learner to conduct activities of and manage the revenue cycle. COREQUISITE: 10530139 HC Revenue Mgmt Revenue Compliance

HIM/CODING PRACTICUM PART 1…prepares the learner to evaluate the Patient Registration, Medical Coding, and Medical Claims process in a clinical setting. COREQUISITES: 10530131 CPT Coding Part 2, 10530132 CPT Coding Part 3, 10530134 ICD Diagnosis Coding Part 2, 10530135 ICD Diagnosis Coding Part 3, 10530137 Application of PCS Coding

HIM/CODING PRACTICUM PART 2…prepares the learner to complete a Resume Preparation, Interview Process and Portfolio Project. COREQUISITES: 10530131 CPT Coding Part 2, 10530132 CPT Coding Part 3, 10530134 ICD Diagnosis Coding Part 2, 10530135 ICD Diagnosis Coding Part 3, 10530137 Application of PCS Coding

HUMAN DISEASE FOR HEALTH PROFESSIONS…prepares learners to interpret clinical documentation that they will encounter in a variety of healthcare settings. Emphasis is placed on understanding the common disorders and diseases of each body system to include the etiology (cause), signs and symptoms, diagnostic tests and results, and medical treatments and surgical procedures. COREQUISITES: 10501101 Medical Terminology or 10501117 Medical Terminology-Part 3

ICD DIAGNOSIS CODING PART 1…prepares the learner to examine the rules of ICD classification systems and assign ICD diagnosis codes to infectious, endocrine, metabolic, digestive, respiratory systems, injuries, poisonings, and signs/symptoms.

ICD DIAGNOSIS CODING PART 2…prepares the learner to assign ICD diagnosis codes as they relate to neoplasms, nervous, eye, ear, genitourinary, pregnancy, perinatal, and congenital disorders. COREQUISITE: 10530133 ICD Diagnosis Coding Part 1

ICD DIAGNOSIS CODING PART 3…prepares the learner to assign ICD diagnosis codes as they relate to blood, circulatory, behavioral/mental health, skin, musculoskeletal diseases, and miscellaneous factors influencing health care. COREQUISITE: 10530133 ICD Diagnosis Coding Part 1

INTRODUCTION TO PCS CODING…prepares the learner to examine the rules of the ICD-PCS procedure coding classification system and assign codes that describe the root operation of the PCS classification system.

INTRODUCTION TO THE HC SYSTEM…prepares the learner to evaluate various influences on the healthcare system such as external forces, types of organizations, and roles and responsibilities of healthcare providers.

INTRODUCTION TO THE MEDICAL RECORD…prepares the learner to demonstrate professional ethical standards while examining data collection tools and information governance. COREQUISITE: 10530141 Intro to the Healthcare System

MEDICAL RECORDS PROCESSES…prepares the learner to perform medical record processes and examine data sources while maintaining quality standards. COREQUISITE: 10530142 Intro to the Medical Record

MEDICAL TERMINOLOGY - PART 1…focuses on the component parts of medical terms: prefixes, suffixes, and word roots. Students practice formation, analysis, and reconstruction of terms. Emphasis on spelling, definition, and pronunciation. Introduction to operative, diagnostic, therapeutic, and symptomatic terminology of integumentary, respiratory, and urinary systems, as well as systemic and surgical terminology.

MEDICAL TERMINOLOGY - PART 2…focuses on the component parts of medical terms: prefixes, suffixes, and word roots. Students practice formation, analysis, and reconstruction of terms. Emphasis on spelling, definition, and pronunciation. Introduction to operative, diagnostic, therapeutic, and symptomatic terminology of reproductive systems, cardiovascular system, and the lymphatic and immune systems as well as systemic and surgical terminology. COREQUISITE: 10501115 Medical Terminology - Part 1

MEDICAL TERMINOLOGY - PART 3…focuses on the component parts of medical terms: prefixes, suffixes, and word roots. Students practice formation, analysis, and reconstruction of terms. Emphasis on spelling, definition, and pronunciation. Introduction to operative, diagnostic, therapeutic, and symptomatic terminology of digestive, skeletal, muscular, sensory, nervous, and endocrine as well as systemic and surgical terminology. COREQUISITE: 10501116 Medical Terminology - Part 2

NUANCE CODING SYSTEM…prepares the learner to utilize Nuance Coding system to complete coding scenarios. COREQUISITE: 10530145 Find a Code Coding System