

# MEDICAL CODING CERTIFICATE

Total Credits: 31

Catalog Edition: 2024-2025

## Program Description

This is a selective program with specific admission requirements. Students who plan to major in medical coding will be assigned the temporary major of pre-medical coding: 525 until they are officially admitted to the medical coding certificate program. Students may take preparatory courses and courses that fulfill General Education requirements during the waiting period. As an alternative to being assigned a temporary major, students waiting for admission to the medical coding certificate program may choose to major in general studies or any other open-enrollment program. The Office of Records and Registration will assign a matriculated code once students are admitted to the medical coding certificate program. For additional information, contact the Office of Records and Registration at 240-567-5000 or the program advisor.

The medical coder/abstractor/biller certificate curriculum is designed to prepare students to function as medical coders, abstractors, and billers in health record services located in hospitals, nursing homes, ambulatory care facilities, insurance companies, and governmental agencies. The coder/abstractor/biller is trained in the following functions normally performed by a health record service: analyzing and technically evaluating health records and reports; compiling, interpreting, and utilizing hospital and health care statistics; coding symptoms, diseases, and operations according to recognized classification systems; and abstracting and retrieving medical information. Students will be introduced to specialty coding and electronic billing requirements in an outpatient setting. All students must complete HINM-designated courses within the three years prior to graduation. HINM-designated courses not meeting this time requirement must be retaken, or the student must test out in current course content. **This program can be completed either on campus or online.**

## Program Outcomes

Upon completion of this program, a student will be able to:

- Demonstrate appropriate interpersonal and communication skills.
- Show competency in compiling health records and coding medical data using different formats and coding systems.
- Demonstrate entry-level knowledge, clinical skills, and professional abilities appropriate for an HIM professional.
- Demonstrate correct spelling, punctuation, and proficiency in communicating through the oral and written use of basic medical terminology.

## Program Advisors

### Takoma Park/Silver Spring

- Prof. Tonya Powell Witherspoon, 240-567-5519, [Tonya.Witherspoon@montgomerycollege.edu](mailto:Tonya.Witherspoon@montgomerycollege.edu)
- Prof. Corinne Smith, 240-567-5521, [Corinne.Smith@montgomerycollege.edu](mailto:Corinne.Smith@montgomerycollege.edu)

For more information, please visit <https://www.montgomerycollege.edu/academics/programs/health-information-management/medical-coding-certificate.html>

To view the Advising Worksheet, please visit <https://www.montgomerycollege.edu/documents/counseling-and-advising/advising-worksheets/current-catalog/525.pdf>

2024-2025

# Program Advising Guide

An Academic Reference Tool for Students

# MEDICAL CODING CERTIFICATE

## Program Requirements

A suggested course sequence for full-time students follows. All students should review this advising guide and consult an advisor.

### Program Requirements

BIOL 130 - The Human Body *3 semester hours*

BIOL 131 - The Human Body Laboratory *1 semester hour*

ENGL 101 - Introduction to College Writing *3 semester hours*

HINM 115 - Medical Terminology I *2 semester hours*

HINM 116 - Medical Terminology II *2 semester hours*

HINM 120 - Concepts of Disease *3 semester hours*

HINM 134 - Healthcare Delivery Systems *3 semester hours*

HINM 150 - Introduction to Pharmacology *1 semester hour*

HINM 155 - CPT Coding *2 semester hours*

HINM 165 - ICD-10 Coding *4 semester hours*

HINM 220 - Advanced Coding and Clinical Documentation Improvement *3 semester hours*

HINM 225 - Ambulatory Coding *2 semester hours*

HINM 230 - Revenue Cycle and Reimbursement Management *2 semester hours*

## Total Credit Hours: 31

**This program can be completed either on campus or online.**

## Transfer Opportunities

Montgomery College has partnerships with multiple four-year institutions and the tools to help you transfer. To learn more, please visit <https://www.montgomerycollege.edu/transfer> or <http://artsys.usmd.edu>.

## Get Involved at MC!

Employers and Transfer Institutions are looking for experience outside the classroom.

MC Student Clubs and Organizations: <https://www.montgomerycollege.edu/life-at-mc/student-life/>

## Related Careers

Some require a Bachelor's degree.

Medical Records and Health Information Technician, Medical Assistant, Medical Transcriptionist, Medical Secretary.

## Career Services

Montgomery College offers a range of services to students and alumni to support the career planning process. To learn more, please visit <https://www.montgomerycollege.edu/career>

## Career Coach

A valuable online search tool that will give you the opportunity to explore hundreds of potential careers or job possibilities in Maryland and the Washington D.C. metropolitan area. Get started today on your road to a new future and give it a try. For more information, please visit <https://montgomerycollege.emsicc.com>

## Notes:

Students who plan to major in health information management will be assigned the temporary major of pre-health information management, with POS code 550, until they are officially admitted to the health information management program. Students may take preparatory courses and courses that fulfill General Education requirements during the waiting period. As an alternative to being assigned a temporary major, students waiting for admission to the health information management program may choose to major in general studies or any other open-enrollment program. The Admissions and Records Office at Takoma Park/Silver Spring will assign a matriculated code once students are admitted to the health information management program.