

**MEDICAL INFORMATION  
CODER/BILLER  
APPLICATION**

*Spring 2012 – Evening/night program*

**DEADLINE: November 15, 2011**

**PALM BEACH STATE  
COLLEGE**

**PALM BEACH STATE at LAKE WORTH**

4200 Congress Avenue

Lake Worth, FL 33461-4796

**Limited Access Program Office (561) 868-3040**

Web Site: <http://www.PalmBeachState.edu/MedicalCode.xml>

Program email: [medicalcoderbiller@PalmBeachState.edu](mailto:medicalcoderbiller@PalmBeachState.edu)

*Equal Opportunity Institution*

**Program Information**

**About the Program**

This program is designed to prepare students for employment in Medical Information Coding and/or Billing. This program is a College Credit Certificate and approved by the American Health Information Management Association as a comprehensive coding program. This program prepares students to become specialists in working with health information systems, managing medical records, and coding information for reimbursement and research. Students learn about the requirements for a variety of healthcare settings including hospitals. Program completers will have obtained the knowledge to pass the American Health Information Management Association (AHIMA) Certified Coding Associate (CCA) exam (for more information go to <http://hicareers.com/>) and/or the American Academy of Professional Coders (AAPC) Certified Professional Coder (CPC) exam ([www.aapc.com](http://www.aapc.com)). The program requires passing completion of 34 credits for graduation. All 34 credits earned can be applied to the Health Information Management degree program.

**Program Begins:** Spring 2012

**Program Length:** Student schedules will determine exact length. 34 Credits

**Program Schedule:** Part-time – Evening/Online

**Program Location:** Lake Worth campus – Hybrid online (50% on-campus / 50% online)

**What are the costs for the program?**

Costs are approximate and subject to change. Please refer to the current college catalog for tuition rates per credit. Computer lab courses also require lab fees between \$25 and \$30 per course. Program textbook costs are in the range of \$700 to \$1000 including the cost of reference manuals.

**Financial Aid** is available for this program and it is recommended that you apply early. You can apply online at <http://www.PalmBeachState.edu/financialaid.xml> Also, there are a limited number of scholarships through the PALM BEACH STATE Foundation. Currently, all Foundation Scholarships require the FAFSA, which may be filed on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Toll-free “help line” 8:00 – midnight 1-800-433-3243. Scholarship is also available from Florida Health Information Management association, [www.fhima.org](http://www.fhima.org)

## Requirements for Consideration for Selection

The following are required for eligibility in the selection pool. Meeting criteria for selection does not guarantee admission to the Medical Information Coder/Biller program. Final selection will be based on the applicant pool. If a student is selected and does not enter the program, or is not selected, the student must reapply and is not guaranteed acceptance in any subsequent selection process. All documentation must be on file at the PALM BEACH STATE Admissions Office, Lake Worth, by November 15, 2011.

### APPLICATION

#### **First-time PALM BEACH STATE Students:**

You do **not** need to complete the limited access application **until pre-requisite courses are complete.**

To enroll in pre-requisite courses:

- *Apply to the college* -Submit a completed PALM BEACH STATE general credit application at [www.FACTS.org](http://www.FACTS.org) (choose Admissions) and pay the appropriate fee by the deadline date. This one-time fee is \$30 for U.S. citizens, \$75 (U.S. currency) for international students and is non-refundable. Be sure to insert your current and active e-mail address where requested; be specific regarding your program of study. Once submitted, a confirmation page with conditions of admission will be sent to the e-mail address provided in the college application. Print the confirmation page and follow the instructions within.
- *Complete pre-requisite courses.*
- *Apply to the program* - Applicants must also submit the program application contained in this packet and submit to the Admissions office.

#### **Non first-time PALM BEACH STATE Students:**

- ***Complete pre-requisite courses before completing this application.***
- *Apply to the program* – Applicants must complete the program application in this packet and submit to the Admissions office.

### **ACADEMIC HIGH SCHOOL DIPLOMA OR GED**

Official standard high school transcripts or equivalent (*transcripts are considered official if sent directly to PALM BEACH STATE from the previous institution or hand delivered in a sealed envelope sealed by the issuing institution*) delivered to **PALM BEACH STATE Admissions Office** showing proof of a standard high school graduation, GED, or validated foreign equivalent. All applicants – new, current, and college transfer students must have their official high school or GED transcript on file at PALM BEACH STATE. You may download the transcript request form from our website at <http://www.palmbeachstate.edu/transcripts.xml> Students who received a Florida GED can request their scores using the downloaded form at <http://www.palmbeachstate.edu/documents/admissions/floridagedtranscript.pdf>

### **COLLEGE TRANSCRIPTS**

**Official college transcripts** (*transcripts are considered official if sent directly to PALM BEACH STATE from the previous institution or hand delivered in a sealed envelope sealed by the issuing institution*) from **ALL** post-secondary institutions attended must be submitted. **Official transcripts are to be mailed directly from the previous institution to the PALM BEACH STATE Admissions Office.** You may download the transcript request form from our website at <http://www.palmbeachstate.edu/transcripts.xml>. If you have attended college, we still require proof of a standard high school diploma, GED or validated foreign equivalent. Commercial evaluation of out of country transcripts is required and must be sent from an approved evaluating institution directly to PALM BEACH STATE. Information for approved evaluators available at <http://www.palmbeachstate.edu/x6341.xml>

### **COLLEGE PLACEMENT TEST**

All applicants must submit placement test scores (taken within two years prior to admission) which meet minimum requirements for entrance into college level English, reading and mathematics courses, or

required remedial work (including any and all necessary college preparatory courses). Successful test scores will allow entry to the applicant pool. For more information, please call (561) 868-3795.

### **After submitting your application**

Your criteria for selection can be viewed at [www.PalmBeachState.edu/pantherweb.xml](http://www.PalmBeachState.edu/pantherweb.xml) under "limited access application status". Status and all communication will be sent to your my.PalmBeachState.edu e-mail account including all acceptance documentation.

To monitor your Limited Access Program Application Status:

1. Go to [www.palmbeachstate.edu/pantherweb.xml](http://www.palmbeachstate.edu/pantherweb.xml).
2. Log on using your Palm Beach State student ID number and pin.
3. This takes you to your student pantherweb page.
4. Click on "Limited Access Application status."

### **Acceptance/Registration**

Applicants who are selected will be notified approximately two weeks after the deadline date. If an applicant is selected and does not complete the registration process, the applicant must reapply and is not guaranteed acceptance in any subsequent selection process.

The provisional acceptance notice will include:

1. Registration information
2. **Mandatory Orientation – January 4, 2012 in ETA246 at 6:00pm**

### **Withdrawal/Program Dismissal**

If the student withdraws from a semester of the Medical Information Coder/Biller Program, the student must reapply to the program through the applicant pool. Students previously dismissed from any PALM BEACH STATE Health Science program and who have exhausted the appeal process are not eligible to apply.

# Curriculum

Entire tuition/fees are ***not*** due upon acceptance into the program. Registration fees are paid upon registration for each course.

## PREREQUISITE COURSES                      Year 1

<i>Term</i>	<i>Credits</i>	<i>Course Number</i>	<i>Course Title</i>
Fall	3	BSC2085	Anatomy/Physiology 1
Fall	1	BSC2085L	Anatomy/Physiology 1 Lab
Fall	3	CGS1100	Microcomputer Applications
Spring	3	BSC2086	Anatomy/Physiology 2
Spring	1	BSC2086L	Anatomy/Physiology 2 Lab
Spring	3	HSC2531	Medical Terminology*

\*Challenge test is available in the testing center.

**Pre-requisites must be completed with a "C" or better prior to program start date.**

## Admission required                      Year 2

<i>Term</i>	<i>Credits</i>	<i>Course Number</i>	<i>Course Title</i>
Spring or Summer	3	HIM1000C	Introduction to Health Information Technology (can be taken before limited access)
Spring or Summer	2	HIM1433C	Pathophysiology for Health Information Management
Spring or Summer	2	HIM1442C	Pharmacology for Health Information Management
Spring or Summer	3	HIM1282C	Fundamentals of Medical Coding
Fall	3	HIM2222C	Medical Coding 1 (ICD-9-CM)
Summer or Fall	3	HIM2272C	Medical Reimbursement and Revenue
Spring	3	HIM2253C	Medical Coding 2 (CPT and ICD-9-CM)

### Professional Practice – Final Semester

*All courses must be completed with a "C" or better to enter Practicum.*

Summer or Fall	1	HIM2810L	Advanced Coding Practicum
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Our courses are provided in a hybrid online format. This means that students attend half the course time in class and the other half is provided in an online course format. Special course fees will apply.

NOTE: Students who plan to enroll in the Health Information Management (HIM) A.S. program may choose to add general education courses to their schedule to be considered full-time for financial aid purposes. The HIM pre-requisites include the above first years course and the following:

<i>Credits</i>	<i>Course Number</i>	<i>Course Title</i>
3	ENC1101	College Composition
3	STA2023	Statistics
3	PSY2021	Introduction to Psychology
3	SPC1016	Fundamentals of Speech Communication
3	MAN2021	Principles of Management
3	Area II	Humanities Course

# Applicant Point System for Selection

After all eligibility requirements for placement into the selection pool have been satisfied, the following point system will be utilized for selection into the program.

In the event of a tie, the selection will be based on:

- (1) Point system
- (2) Completion of a Health Science Program

## **I. HEALTHCARE WORK EXPERIENCE**

All work experience must be within the past 5 years and for 6 months consecutively to earn points. Proof of work experience must be provided in the form of a letter from your employer on company letterhead. The letter must provide a contact name and phone number for verification, the dates of employment and daily duties. The letter must be submitted to the Limited Access Program office by the deadline date in order to receive points.

Healthcare work experience of more than 2 years ..... **2**

## **II. EDUCATION**

Completion of a Regionally Accredited Health Science program ..... **2**

Obtained associate degree (AA, AS, AAS) or higher level degree in any area of study..... **1**

## **III. RESIDENCY STATUS**

Florida Resident..... **1**

## **IV. CURRICULUM REQUIREMENT** (All courses must be completed with a grade C or higher.)

Introduction to Health Information Management (HIM1000C) ..... **3**

## **IV. PROGRAM COURSEWORK GPA**

Points given equal to the program coursework GPA (undergraduate credit only: 2.5 minimum up to 4.0). ..... **2.5-4**

**MAXIMUM POINTS POSSIBLE ..... 13**

**IF AN APPLICANT IS SELECTED AND DOES NOT COMPLETE THE REGISTRATION PROCESS, THE APPLICANT MUST REAPPLY AND IS NOT GUARANTEED ACCEPTANCE IN ANY SUBSEQUENT SELECTION PROCESS.**

*Please Type or Print Clearly*

**PALM BEACH STATE STUDENT ID** \_\_\_\_\_

**2. NAME** \_\_\_\_\_  
LAST FIRST MIDDLE/MAIDEN SUFFIX

Please list all previous names under which documents may be sent \_\_\_\_\_

**3. LOCAL ADDRESS** \_\_\_\_\_  
NUMBER AND STREET ADDRESS CITY

\_\_\_\_\_  
COUNTY (or PROVINCE) STATE ZIP CODE

**4. HOME TELEPHONE ( )** \_\_\_\_\_ **5. WORK TELEPHONE ( )** \_\_\_\_\_  
**OTHER - CELL ( )** \_\_\_\_\_

**6. EMAIL ADDRESS** \_\_\_\_\_ **7. DATE OF BIRTH** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Month Day Year

**8. TRANSCRIPTS**—Official transcripts must be sent directly to PALM BEACH STATE from issuing school/agency. All applicants, including college transfers, must submit high school or GED transcripts directly to PALM BEACH STATE. College transfer students must submit official transcripts from all colleges in which applicant has enrolled

**9. COLLEGE/UNIVERSITY**

List all postsecondary colleges or universities. **Omission of any constitutes falsification of records and voids application.**

NAME OF INSTITUTION	CITY/STATE	DATES	DEGREE	CREDITS

To list more colleges/universities, attach a separate page.

- 10.** Are you currently enrolled at PALM BEACH STATE?  Yes  No
- 11.** Are you currently enrolled at another college/university?  Yes  No
- 12. FLORIDA RESIDENT?**  Yes  No
- 13. Do you currently work in a health related field?**  Yes  No

If yes, how long? \_\_\_\_\_  
 Employer \_\_\_\_\_ Employer's Telephone \_\_\_\_\_  
 Position Title \_\_\_\_\_ Duties \_\_\_\_\_  
 Letter must be submitted – see page 5 - Work Experience including job duties and extent of experience.

**14. COURSE COMPLETIONS - Courses must be completed with a grade of "C" or higher by the program start date. The following science courses must be completed within 10 years of the program start date.**

	Completed/Enrolled**	Institution	Term	Grade	Sem. Hr.	Credit
BSC2086 Anatomy/Phys II (Lecture)	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	_____	_____	_____
BSC2086L Anatomy/Phys II Lab	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	_____	_____	_____
CGS1100 Microcomputer Applications	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	_____	_____	_____
HSC2531 Medical Terminology	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	_____	_____	_____

\*\*Students currently enrolled in courses may be conditionally accepted pending final grades. All final grades must be applied before the program start date and the student must have a grade of "C" or higher.

**15. CUMULATIVE GRADE POINT AVERAGE (GPA) (2.5 – 4.0)** \_\_\_\_\_

Grade point average at the time of application will be used for applicant pool selection.

I understand that falsification or omission of any information may result in my dismissal or rejection from the College. I have read and understand all the instructions pertaining to the Medical Information Coder/Biller program as explained in the Medical Information Coder/Biller program application packet.

\_\_\_\_\_  
 SIGNATURE OF APPLICANT DATE

SUBMIT TO:  
**Limited Access Program Office**  
 CS Building  
 MS 07  
 4200 Congress Avenue  
 Lake Worth, Florida 334261-4796  
 (561) 868-3044