

# MEDICAL CODING PROGRAM REVISION

DIPLOMA &  
AAS DEGREE

Presented to the South Dakota  
State Board of Education March 2016

For Implementation Fall 2016

**SOUTHEAST**  
**TECH**

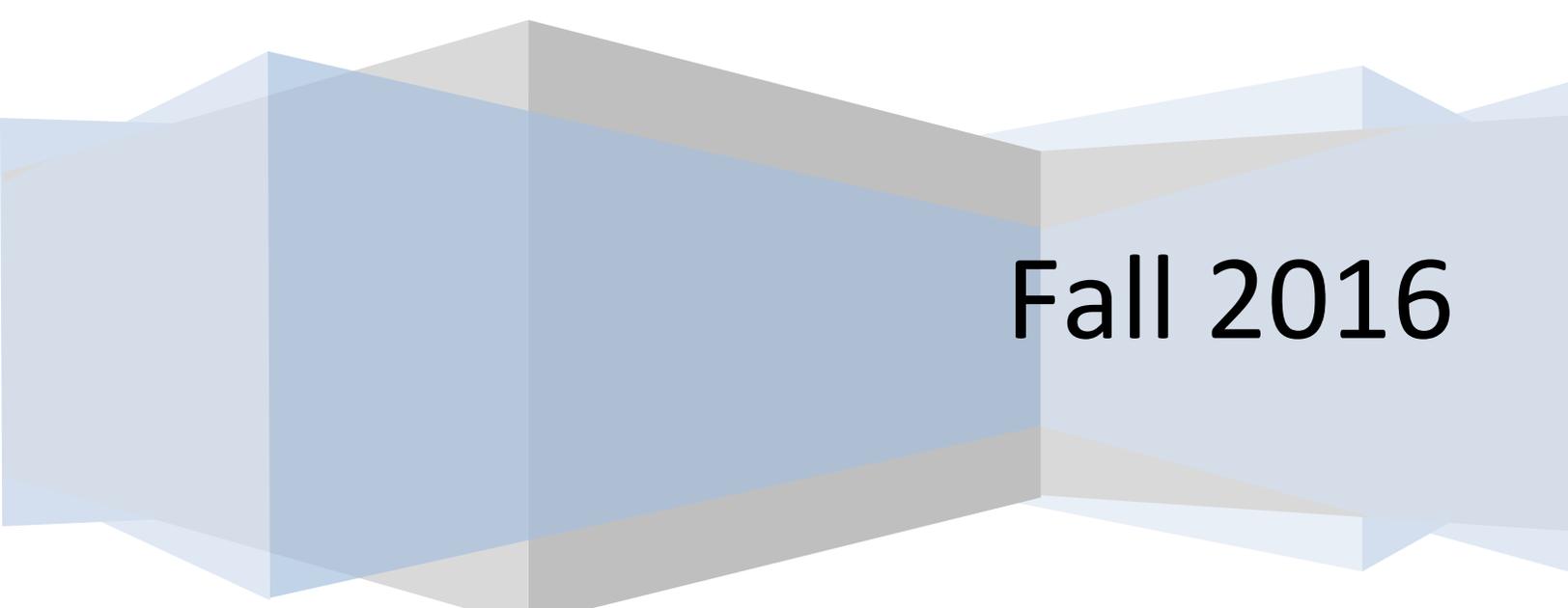
Southeast Technical Institute  
2320 N Career Ave | Sioux Falls, SD 57107

**Southeast Technical Institute**  
**2320 N Career Avenue**  
**Sioux Falls, SD 57107**

**Medical Coding Program Revision**

**Diploma & Associate of Applied Science**

**Presented to the South Dakota State Board of Education**



**Fall 2016**

# Table of Contents

## Contents

Table of Contents.....	3
Executive Summary.....	4
Identification and Description of the Program .....	5
Objectives and Purpose of the Program .....	6
Methods of Attaining the Objectives of the Program .....	7
Description of Labor Market Demands of the United States, State of South Dakota, Student Needs, and Industry Support .....	8
National Data .....	8
State/Regional Data .....	8
Student Needs.....	9
Industry support .....	9
Population to be Served by the Program.....	10
Program Capacity.....	10
Salaries/Benefits/FTE/Equipment.....	10
Projected Three-Year Budget Plan.....	10
Program Competencies and entry and exit points of sub-occupations.....	11
Statement of non-duplication.....	11
Curriculum design and research .....	11
Wage Factor .....	12
CIP Code .....	13
Appendix A – Program Course List and Semester Layout.....	14
Semester Layout .....	16
Appendix B – Letters of Support .....	21

# Southeast Technical Institute

---

Program Proposal: Medical Coding Diploma and AAS

Length of Program: Two Semesters - Diploma  
Four Semesters - Degree

Number of Students: 24 per cohort

Projected Start Date: Fall 2016

## Executive Summary

Southeast Technical Institute is proposing the addition of a one-year Medical Coding Diploma option to complement our current Medical Coding Associate of Applied Science (AAS) Degree. The Medical Coding Diploma curriculum will serve as the common first year curriculum for the Medical Coding AAS Degree. Graduates of the Diploma program will have the opportunity to go on for an additional year of school and earn an AAS Degree.

The addition of a Medical Coding Diploma Program is in response to requests from Advisory Committee members and industry to provide an option for coders to complete their program in one year. The current Medical Coding AAS Degree curriculum is focused on professional coding, commonly referred to as clinical coding. Southeast Technical Institute has revised the curriculum to have the Medical Coding Diploma program focus on professional coding going forward. Advisory Committee members and industry representatives have asked us to provide a program option which allows students to complete a program in one year *and* to include an option for students to be trained in hospital-based facility coding via a two-year degree program. The revised AAS degree curriculum will include hospital-based facility coding. Program expansion to include a Medical Coding Diploma option will allow Southeast Technical Institute to address requests from Advisory Committee members and industry representatives.

Medical coders review documentation from patients' medical records and translate that information into universally recognized, industry-standard medical codes. These codes are used for reimbursement from third-party payers, statistical analysis for tracking incidents of certain diseases and research purposes.

Graduates of the Medical Coding Diploma program will demonstrate proficiency in International Classification of Disease, 10<sup>th</sup> Revision (ICD-10), Clinical Modification (CM), Current Procedural

Terminology (CPT), and Healthcare Common Procedure Coding System (HCPCS) code sets. They will have a thorough understanding of the revenue cycle and reimbursement systems. Graduates will be prepared to sit for the Certified Professional Coder (CPC) certification sponsored through the American Academy of Professional Coders.

Students who wish to continue their education and earn their Medical Coding AAS Degree can complete their degree in two additional semesters. Graduates with the Medical Coding AAS Degree will demonstrate proficiency in International Classification of Disease, 10<sup>th</sup> Revision (ICD-10), Clinical Modification (CM), Procedure Coding System, Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS). They will also have sound knowledge of medical coding guidelines and regulations including compliance and reimbursement. Graduates will be eligible to take the Certified Coding Specialist (CCS) certification exam sponsored through American Health Information Management Association or the Certified Inpatient Coder (CIC) certification exam sponsored through the American Academy of Professional Coders.

Recent changes from International Classification of Disease, 9<sup>th</sup> Revision (ICD-9), to International Classification of Disease, 10<sup>th</sup> Revision (ICD-10) code sets has increased the number of codes more than five-fold to over 69,000 medical codes. The International Classification of Disease, 10<sup>th</sup> Revision (ICD-10) was adopted in 2015. This change, coupled with the aging population in the US, has created an increased demand for well-trained medical coders. In addition, regional health systems expect a significant number of Medical Coders to retire or need significant training.

## **Identification and Description of the Program**

The Medical Coding program is designed to provide graduates with the skills to become successful medical coders and to prepare them to sit for the certification exam.

The program will cover health core, coding and data entry basics and will have significant hands-on laboratory experiences. The curriculum will consist of medical terminology, office procedures, insurance principles, and introductory and advanced coding essentials.

The Medical Coding Diploma Program will focus on professional coding. Graduates from the Coding Diploma Program may complete an additional year of classes to earn the Medical Coding AAS Degree. These additional classes will provide graduates with skills and knowledge in hospital-based facility coding.

## Objectives and Purpose of the Program

The primary objective of this program is to provide qualified personnel for the billing and coding areas of the health care industry. This objective will be met by providing an education that prepares the graduate to be employed as a certified medical coder.

The coding industry is made up of professionals serving in many different roles. There will be an increased demand for coders who have been trained on International Classification of Disease, 10<sup>th</sup> Revision (ICD-10) standards.

The objectives of the program include:

- Protect the security of medical records to ensure that confidentiality is maintained
- Review records for completeness, accuracy, and compliance with regulations
- Retrieve patient medical records for physicians, technicians, or other medical personnel
- Release information to persons or agencies according to regulations
- Plan, develop, maintain, or operate a variety of health record indexes for storage and retrieval systems to collect, classify, store, or analyze information
- Enter data, such as demographic characteristics, history and extent of disease, diagnostic procedures, or treatment into computer systems
- Compile and maintain patients' medical records to document condition and treatment and to provide data for research or cost control and care improvement efforts
- Process and prepare business or government forms
- Process patient admission or discharge documents
- Assign the patient to diagnosis-related groups (DRGs), using appropriate computer software
- Verify accuracy of billing data and revise any errors
- Operate typing, adding, calculating, or billing machines
- Prepare itemized statements, bills, or invoices and record amounts due for items purchased or services rendered
- Review documents such as purchase orders, sales tickets, charge slips, or hospital records to compute fees or charges due
- Perform bookkeeping work, including posting data or keeping other records concerning costs of goods or services or the shipment of goods
- Keep records of invoices and support documents

- Resolve discrepancies in accounting records
- Type billing documents, shipping labels, credit memorandums, or credit forms
- Contact customers to obtain or relay account information
- Compute credit terms, discounts, shipment charges, or rates for goods or services to complete billing documents

## **Methods of Attaining the Objectives of the Program**

Upon receipt of the State Board of Education approval, Southeast Technical Institute will accept up to 24 students beginning in the Fall Semester of 2016. The marketing campaign to recruit students will include a comprehensive mix as well as high school visits, college fairs and on-campus recruiting activities.

The one-year Medical Coding Diploma will consist of medical terminology and transcription, office procedures, insurance principles, introductory and advanced coding essentials, composition, computers and communications, patient flow, disease processes, Current Procedural Terminology (CPT) and International Classification of Disease Coding (ICD). The students will receive an extensive amount of laboratory time in coding to develop their skill and prepare them for an entry level position.

The Medical Coding Program will be offered traditionally, during the day, at Southeast Technical Institute. Southeast Technical Institute will pursue additional service delivery models including hybrid or online programs in Medical Coding to help meet the needs of current coding professionals as they train to make the transition to the International Classification of Disease, 10<sup>th</sup> Revision (ICD-10) standards.

During development of the Medical Coding Diploma program option, Southeast Technical Institute obtained guidance from Advisory Committee members as well as several individuals in the health care industry. Appendix B contains letters of support from several of those individuals and organizations from whom we received input and guidance.

# Description of Labor Market Demands of the United States, State of South Dakota, Student Needs, and Industry Support

## National Data

According to the 2014 – 2024 National Bureau of Labor Statistics, there is an expected increase of 15.49% for Medical Records and Health Information Technicians. This equates to an expected increase of 71,200 positions during this period due to growth and replacements. See Table Below.

2014-2024 National Employment Matrix title and code		Employment				Job openings due to growth and replacements, 2014 - 24
		Number		Change, 2014 - 2024		
		2014	2024	Number	Percent	
Medical Records and Health Information Technician	'29-2071	188,600	217,600	29,000	15.49%	71,200

“Source: Occupational Outlook Handbook, Medical Records & Health Information Technicians Job Outlook”

## State/Regional Data

According to the 2012 – 2022 South Dakota Occupational Employment Projections, there is an expected increase of 12.7% for Medical Records and Health Information Technicians. This is an increase of 130 positions during this period, with 40 average annual openings. With the movement to International Classification of Disease, 10<sup>th</sup> Revision (ICD-10), the local health care providers have forecasted higher than normal retirements. See Table Below.

SOC Code	Occupational Title	2012 Employment	2022 Employment	Numeric Change	Percent Change	Average Annual Demand for Workers
'29-2071	Medical Records and Health Information Technician	1,025	1,155	130	12.7%	40

“Source: SD Department of Labor and Regulation, Labor Market Informational Center Employment Projections”

## **Student Needs**

This program will provide students with an opportunity to enter an expanding industry that has many different entry points, areas for growth, and training that meets industry needs. The program provides a background in theory, processes, and general education.

## **Industry support**

Southeast Technical Institute has met with advisory committee members and several individuals from the health care industry in Sioux Falls and the surrounding region and has received very positive feedback as indicated by the letters of support attached in Appendix B. These companies have indicated the current number of qualified applicants is not sufficient to keep pace with industry growth and attrition. Advisory Committee members have identified two key needs: 1) a program option which allows coders to complete a program in one year and 2) the addition of a program option which provides training in both professional (clinical coding) and hospital-based facility coding.

The addition of a Medical Coding Diploma Program and the revision of curriculum within our Medical Coding AAS Degree will allow Southeast Technical Institute to help meet these needs.

## Population Served by the Program

Southeast Technical Institute will recruit students from a variety of backgrounds, including both traditional and non-traditional. It is anticipated that this program will attract students directly out of high school in addition to those who are unemployed, underemployed and those wanting to make a career change.

Medical Coding Diploma graduates will be able to complete the Medical Coding Diploma Program in one year. Current medical coders who are certified in International Classification of Disease, 9<sup>th</sup> Revision (ICD-9) will also be served by the program as they must be trained to use International Classification of Disease, 10<sup>th</sup> Revision (ICD-10).

## Program Capacity

The Medical Coding Diploma program will consist of one cohort per year with an enrollment of up to 24 students.

Starting Semester	Delivery Format	Added Capacity
Fall 2016	Traditional Day	24

## Salaries/Benefits/FTE/Equipment

The Coding Program will need one full-time instructor. The program's current staff will continue to lead the program in its revised form. Southeast Technical Institute will utilize existing laboratory space and equipment. The budget below reflects the current operating budget and staff.

## Projected Three-Year Budget Plan

<b>BUDGET PROJECTIONS</b>			
<b>Year</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
Salaries/Benefits (I FTE)	\$73,000.00	\$75,190.00	\$77,446.00
Staff Travel	\$1,500.00	\$1,500.00	\$1,500.00
Instructional Materials	\$10,000.00	\$10,000.00	\$10,000.00
Capital Equipment	\$10,000.00	\$10,000.00	\$10,000.00
Software/Books/Fees	\$5,000.00	\$5,000.00	\$5,000.00
<b>Totals</b>	<b>\$99,500.00</b>	<b>\$101,690.00</b>	<b>\$103,946.00</b>

\*Please note that budget projections reflect the current operating budget and include current staff.

## **Program Competencies and entry and exit points of sub-occupations**

Program Competencies are based upon the standards of the health care industry for billing and coding clerks.

The entry and exit points are for that of a traditional one-year diploma program. Students seeking the hospital coding AAS degree can continue to the second year following graduation from the one-year diploma program. Students will be accepted in the fall semester and will graduate in May of each year.

Entry Point: Fall 2016

Exit Point: Spring 2017 students will graduate with a Medical Coding Diploma. Those continuing to the program's second year will graduate in spring 2018.

## **Statement of non-duplication**

There are no other Medical Coding Diploma or AAS Programs offered by the South Dakota technical institutes. Western Dakota Tech has a Health Information Management program with a Coding Specialist option, but does not include coursework to the level that students can earn a stand-alone diploma or degree in Medical Coding. Dakota State offers a Coding Certificate and Presentation College offers a Medical Coding Certificate. We continue to see strong demand for graduates and these changes were requested and are supported by Advisory Committee members. Health Care organizations continue to see high demand for qualified coders and the addition of a Medical Coding Diploma program will allow Southeast Technical to provide a program option which allows students to complete their program in one year.

## **Curriculum design and research**

Southeast Technical Institute designed a tentative curriculum after an extensive review consisting of curriculum searches, academic review of competencies, and through discussion with industry professionals. The curriculum is shown in Appendix A.

## Wage Factor

Data from the South Dakota Department of Labor Occupational Wage Estimates through September 2015 positions the average hourly wage from \$16.12 to \$18.71, \$33,529 - \$38,906 in average annual wages. See Table Below:

### Wages Updated to Quarter Ending September 2015

Area	SOC Code	Occupation	Workers	Avg Hrly Wage	Avg. Annual Wage	Percentile				
						10 <sup>th</sup>	25 <sup>th</sup>	50 <sup>th</sup>	75 <sup>th</sup>	90 <sup>th</sup>
State	'29-2071	Medical Records and Health Information Technician	980	\$17.79	\$36,995	\$12.36	\$13.82	\$16.55	\$20.75	\$25.66
Sioux Falls MSA	'29-2071	Medical Records and Health Information Technician	370	\$18.71	\$38,906	\$12.49	\$13.94	\$16.98	\$22.48	\$28.12
East	'29-2071	Medical Records and Health Information Technician	230	\$16.12	\$33,527	\$11.77	\$13.16	\$15.15	\$18.42	\$22.00

“Source: SD Department of Labor & Regulation Occupational Wage Estimates”

Data from the National Department of Labor positions the 2014 Median annual wage at \$35,900.00 with a range from \$23,340.00 to \$59,160.00 for the 10<sup>th</sup> to 90<sup>th</sup> percentile. The mean annual wage for 2014 was \$38,860.00 See Table Below:

Occupation Title	SOC	Number of Workers	Hourly mean	Amount Mean	Wages at 10 <sup>th</sup> Percentile	Wages at 25 <sup>th</sup> Percentile	Wages at Median	Wages at 75 <sup>th</sup> Percentile	Wages at 90 <sup>th</sup> Percentile
Medical Records and Health Information Technician	'29-2071	184,740	\$18.68	\$38,860	\$23,340	\$28,250	\$35,900	\$46,640	\$59,160

“Source: Occupational Employment and Wages, May 2014”

## **CIP Code**

Coding: 51.0713 Medical Insurance Coding Specialist/Coder. A program that prepares individuals to perform specialized data entry, classification, and record-keeping procedures related to medical diagnostic, treatment, billing, and insurance documentation. Includes instruction in medical records and insurance software applications, basic anatomy and physiology, medical terminology, fundamentals of medical science and treatment procedures, data classification and coding, data entry skills, and regulations relating to Medicare and insurance documentation.

## Appendix A – Program Course List and Semester Layout

### Medical Coding Diploma

Semester	Course Title	Credits	Lect/Lab
<b>First</b>			
HIS 101	Intro to HIS	3	2/2
CODE 1XX	Basic ICD-10 Coding	3	2/2
CODE 1XX	Basic CPT	3	2/2
HC 1XX	Anatomy and Physiology	4	3/2
HC 113	Medical Terminology	2	2/0
SSS 100	Student Success	<u>2</u>	<u>2/0</u>
		17	
<b>Second</b>			
CIS 1XX	Computer Applications in Healthcare	2	1/2
MATH 115	College Math	3	3/0
CODE 1XX	Intermediate ICD-10 Coding	3	2/2
HIS 121	Insurance Billing and Coding	3	3/0
CODE 1XX	Intermediate CPT Coding	3	2/2
ENG 101	Composition	<u>3</u>	<u>3/0</u>
		17	
<b>Summer</b>			
CODE 1XX	1-week CPC Review Session	<u>2</u>	<u>2/0</u>
	<b>Total Credits:</b>	<b>36</b>	

## Medical Coding Degree

Semester	Course Title	Credits	Lect/Lab
<b>First</b>			
HIS 101	Intro to HIS	3	2/2
CODE 1XX	Basic ICD-10 Coding	3	2/2
CODE 1XX	Basic CPT	3	2/2
HC 1XX	Anatomy and Physiology	4	3/2
HC 113	Medical Terminology	2	2/0
SSS 100	Student Success	<u>2</u>	<u>2/0</u>
		17	
<b>Second</b>			
CIS 1XX	Computer Applications in Healthcare	2	1/2
MATH 115	College Math	3	3/0
CODE 1XX	Intermediate ICD-10 Coding	3	2/2
HIS 121	Insurance Billing and Coding	3	3/0
CODE 1XX	Intermediate CPT Coding	3	2/2
ENG 101	Composition	<u>3</u>	<u>3/0</u>
		17	
<b>Summer</b>			
CODE 1XX	1-week CPC Review Session	<u>2</u>	<u>2/0</u>
<b>Third</b>			
SOC 150	Social Problems	3	3/0
SPCM	Fundamentals of Speech	3	3/0
HC XXX	Pathophysiology	3	2/2
CODE 2XX	Advanced ICD-10 Coding	3	2/2
CODE 260	Compliance/Regulatory Professional	3	3/0
HIS XXX	Ethics in Healthcare	<u>3</u>	<u>3/0</u>
		18	
<b>Fourth</b>			
PSYC 101	General Psych	3	3/0
HC 124	Basic Pharmacology	2	2/0
CODE 2XX	Virtual Practicum	3	2/2
CODE 2XX	CIC, CCS Review	3	3/0
CODE 250	Reimbursement Methodologies	<u>3</u>	<u>3/0</u>
		14	
	<b>Total Credits</b>	<b>68</b>	

## **Program Course List with Descriptions**

### **First Semester**

#### **HIS 101 – Intro to HIS**

3 Credit Hours

This course is designed to introduce Health Information Services students to the basic principles and practices of their career. It will include brief overviews of all the courses and job responsibilities that are needed to study and work in Health Information Services. This will include learning and understanding the terminology associated with working with patient information as well as the laws and guidelines concerning confidentiality and professional ethics associated with a career in this area. There will be tours, guest speakers and other exploration activities to familiarize the students with a good, basic, over-all knowledge of health care and how it relates to Health Information Services.

#### **CODE 1XX – Basic ICD-10 Coding**

3 Credit Hours

This course is a basic introduction to the International Classification of Disease, 10<sup>th</sup> Revision, Clinical Modification coding classification system. Students will learn the format and proper techniques for looking up diagnosis codes. Students will practice assigning diagnosis codes and validate coding accuracy according to the patient health record. Diagnosis codes will be assigned from the International Classification of Disease, 10<sup>th</sup> Revision, Clinical Modification manual and Encoder software.

#### **CODE 1XX – Basic CPT Coding**

3 Credit Hours

This course is an introduction to basic procedural coding format and guidelines. Students will focus on evaluation and management codes based on the place of service, type of service and level of service according to Centers for Medicare and Medicaid Services' documentation guidelines. Basic procedural and surgical Current Procedural Terminology codes will be applied based on established coding guidelines and the patient health record. Students gain practical experience using the Current Procedural Terminology/Healthcare Common Procedure Coding System manuals and Encoder software.

#### **HC 1XX – Anatomy and Physiology**

4 Credit Hours

Designed for students beginning a health/science education and interested in pursuing an entry-level medical or health-related career. Emphasis is placed on the study of the basic structure and function of the human body. The students in the Phlebotomy and Pharmacy Technician programs will recognize the normal anatomy and be able to apply it to their respective fields.

### **HC 113 – Medical Terminology**

2 Credit Hours

Designed to provide basic principles of medical word building. These principles once learned, can readily be applied to develop an extensive medical vocabulary. CD's are included and benefit students in pronunciation and definition of each word. Once satisfactorily completed, students will be able to adequately communicate in the health industry.

### **SSS 100 – Student Success Seminar**

2 Credit Hours

This course provides students with tools and techniques that will help them be successful in their program of study. The course focuses on interactive exercises which will help the learner identify personal strengths, learning styles, and support resources. Reading and study techniques will also be practiced.

## **Second Semester**

### **CIS 1XX – Computer Applications in Healthcare**

2 Credit Hours

Designed to enable students with little or no computer experience to acquire a basic understanding of the personal computer. This course involves the study of computer basics such as hardware, operating systems, and file management, using the internet for research, word processing, and spreadsheets. Emphasis is placed on computer applications used in health care such as electronic medical record systems.

### **MATH 115 – College Math**

3 Credit Hours

A course covering the concepts and applications of mathematics, that includes: the arithmetic order of operations, percent problems, descriptive statistics and graphing, algebraic manipulations, solving linear equations, formula rearrangement, word problems, measurement, and applied plane and solid geometry. This course satisfies the institutions general education requirements for mathematics, but it is not a transfer course.

### **CODE 1XX – Intermediate ICD-10 Coding**

3 Credit Hours

This course is an in-depth study of the International Classification of Disease, 10<sup>th</sup> Revision, Clinical Modification coding classification system. Students will assign combination and multiple codes based on the patient health record and complex coding guidelines. Emphasis is placed on ethical coding practices. Students gain practical experience using the International Classification of Disease, 10<sup>th</sup> Revision, Clinical Modification manual and Encoder software.

### **HIS 121 – Insurance Billing and Coding**

3 Credit hours

This course allows students to perform basic diagnostic and procedural coding according to nationally accepted guidelines. It will give them a basis for performing coding skills for reimbursement and documentation in the world of work. The course also offers a good overview of billing and reimbursement for Medicare, Medicaid, and a variety of other payment systems and providers. It will also provide the student with the skills to communicate with agencies involved in patient financial services.

### **CODE 1XX – Intermediate CPT Coding**

3 Credit Hours

This course is an in-depth look at procedural coding. Students will practice applying complicated procedural codes based on guidelines and the patient health record. Focus is placed on the global surgical period and appropriate use of modifiers. The importance of ethical coding and following guidelines is promoted. Students gain practical experience using the Current Procedural Terminology/Healthcare Common Procedure Coding Systems manuals and Encoder software.

### **ENGL 101 – Composition**

3 Credit Hours

English Composition will help develop proficiency in writing concise, coherent essays, and in using correct English. Several modes of discourse will be explored and good grammar skills are emphasized. This course will improve the student's critical thinking skills as it provides students with practice in all stages of the writing process: planning, supporting, rewriting, analyzing, proofreading, and editing. This course also requires critical reading and writing. (Prereq: Placement Assessment)

## **Summer Semester**

### **CODE 1XX – 1-Week CPC Review Session**

2 Credit Hours

This one-week course prepares students to sit for the Certified Professional Coder Certification exam. Anatomy, Physiology and Medical Terminology are reviewed. Students practice coding a wide range of services such as Evaluation and Management Coding, Anesthesia, Surgical Services, Radiology, Pathology and Medicine. Accurate assignment of International Classification of Disease, 10<sup>th</sup> Revision (ICD-10), Clinical Modification codes is reviewed along with diagnosis coding guidelines. Medical necessity and coding regulations, including compliance and reimbursement are reinforced. Students take a practice Certified Professional Coder examination.

## Third Semester

### **SOC 150 – Social Problems**

3 Credit Hours

A sociological analysis of the causes and proposed solutions of contemporary social problems confronting society today. The class promotes student involvement in discussing the subject matter. It is designed to encourage debate and to get students to consider different positions or viewpoints with regard to social issues.

### **SPCM 101 – Fundamentals of Speech**

3 Credit hours

Based on the study of communication theory as applied to public speaking. The goals are to improve the student's public speaking and listening skills. Experiences in the class range from developing speech outlines, researching topics, and practicing delivery techniques for an information, persuasive, and panel discussion assignment.

### **HC XXX - Pathophysiology**

3 Credit Hours

An introduction to specific disease processes affecting the human body. Students will learn the causes, diagnosis and treatment of disease.

### **CODE 2XX - Advanced ICD-10 Coding**

3 Credit Hours

Students will develop an understanding of the structure of ICD 10 PCS. Accuracy in abstracting information and applying ICD 10 PCS codes for the inpatient hospital setting will be the focus of this course. Procedure-based payment systems will be studied. The importance of ethical coding and compliance is reinforced.

### **CODE 260 - Compliance/Regulatory**

3 Credit Hours

The Health Insurance Portability and Accountability Act (HIPAA) will be explained as it applies to coders as well as the importance of complying with HIPAA. Students will understand the role of Centers for Medicare and Medicaid (CMS) and the Office of Inspector General (OIG) and the importance of complying with their fraud and abuse policies.

### **HIS XXX - Professional Ethics in Healthcare**

3 Credit Hours

This course will guide healthcare students through a variety of ethical issues and theories. Students are presented with real-world examples to stimulate thought and discussion. The foundation of medical ethics as well as professionalism and medical ethics are also addressed in this course.

## Fourth Semester

### **PSYC 101 – General Psych**

3 Credit Hours

Provides the student with an introduction to the basic psychological processes underlying human behavior. Topics include the function of the brain and nervous system, the characteristics of sensation, perception and altered states of consciousness, learning and memory, the nature of thinking skills and intelligence, theories of motivation, emotion and personality, a survey of psychological disorders and approaches to therapy, social/interpersonal relations, and practical applications.

### **HC 124 – Basic Pharmacology**

2 Credit hours

Observing, testing, treating and administering to the countless requirements and demands that constitute effective and responsible patient care; this course introduces pharmaceuticals according to their therapeutic applications and pertinent physiology; and related diseases. Emphasis is placed on pharmaceutical classification concentrating on the mechanism of action, main therapeutic effects, and the adverse reactions produced. Prereq: HC 119.

### **CODE 2XX – Virtual Practicum**

3 Credit Hours

A virtual internship that provides students with hands-on experience coding charts in a simulated medical office environment. Students will be presented with coding cases from different specialties that they must code proficiently. Professional communication and HIPAA is also practiced in the simulated environment.

### **CODE 2XX – CIC, CCS Review**

3 Credit Hours

This course will prepare students to sit for the AAPC CIC (Certified Inpatient Coder) certification exam or the AHIMA CCS (Certified Coding Specialist) certification exam. Students will practice assigning accurate ICD-10 medical codes for diagnoses and procedures performed in the inpatient setting. Students will demonstrate an understanding of current rules, regulations, and issues regarding medical coding, compliance, and reimbursement under MS-DRG and IPPS systems. Anatomy, Physiology and Medical Terminology will be reviewed.

### **CODE 250 – Reimbursement Methodologies**

3 Credit Hours

This course introduces students to the complete revenue cycle process. Emphasis is placed on the importance of correct coding to avoid lost reimbursement. Students learn to search and understand National Coverage Determinations and Local Coverage Determinations in order to find payable diagnoses and avoid insurance denials. The proper use of modifiers and how they affect payment is also covered.

**Appendix B – Letters of Support**

February 17, 2016

President Jeffrey Holcomb  
Southeast Technical Institute  
2320 Career Avenue  
Sioux Falls, SD 57107

Dear President Holcomb:

I am writing to express my support of the one year professional coding program and 2 year hospital based coding program. As you know, there is an ever-growing demand in healthcare for skilled coders. According to the U.S. Department of Labor, there will be a 15% increase in health information technician jobs between 2014 and 2024<sup>(1)</sup>. A coder's role, specifically, is critical for a couple reasons. First they translate details from the patient medical record into codes to be used for reimbursement purposes. Secondly, those codes are used for data analysis by the World Health Organization as well as the healthcare organization for which he/she is coding for. Both reasons are vital for successfully sustaining quality healthcare.

We currently have seven open positions on our Enterprise Clinic Coding team due to coders advancing in their fields both within Sanford as well as to external agencies. This field has much to offer, and Sanford looks to recruit and promote the best.

Thank you for your support. If I may be of any further assistance, please do not hesitate to reach out to me.



Cheri Welk, RHIT  
Enterprise Clinic Coding Manager

1. Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2016-17 Edition*, Medical Records and Health Information Technicians, on the Internet at <http://www.bls.gov/ooh/healthcare/medical-records-and-health-information-technicians.htm> (visited February 17, 2016).

2/8/16

President Jeffrey Holcomb  
Southeast Technical Institute  
2320 Career Avenue  
Sioux Falls, SD 57107

Dear President Holcomb:

Wanted to express my support of a one year professional coding program and 2 year hospital based coding program for STI. I am the Manager of Coding and Billing Integrity for Orthopedic Institute and have been a manager in the coding field since 2008. The demand for skilled coders is high. The depth of knowledge needed to work as a coder is extensive and the coding curriculum added as an option to your current programs has proven to be successful. The graduates of this program come into the field ready to work with minimal training.

There are many online coding programs that allow completion and a certificate in as little as 4 months. These programs do not fully prepare these new hires for the positions and much time is spent on the job training once hired. The industry is really looking for new hires to be ready to work with minimal training which STI has done with their existing curriculum and could do on an even larger scale with the implementation of these two new programs.

Appreciate the time and efforts spent by yourself and STI faculty/staff to ensure the work force is well equipped with good and skilled employees.

Sincerely,



Tara Cole  
Orthopedic Institute  
Manager of Coding and Billing Integrity

FOOT & ANKLE  
HAND & UPPER EXTREMITY  
NECK & BACK  
PAIN MANAGEMENT & ACUPUNCTURE  
PEDIATRIC ORTHOPEDICS  
PHYSICAL MEDICINE & REHABILITATION  
SPORTS MEDICINE  
TOTAL JOINT

**Orthopedic Surgeons**

M.J. Adler, MD ✦  
K.M. Baumgarten, MD ✦ ✦  
W.O. Carlson, MD, MBA ✦  
R.B. Curd, MD ✦  
E.N. Hermanson, MD ✦  
T.D. Howey, MD ✦  
M.C. Johnson, DO ■  
D.B. Jones, Jr., MD ◆  
P.A. Looby, MD ✦ ✦  
M.J. McKenzie, MD ✦  
C.P. Rothrock, MD ✦  
R.C. Suga, MD ✦  
E.S. Watson, MD ✦  
T.M. Zoellner, MD ✦

**Yankton Clinic**

D.C. Johnson, MD ✦  
1101 Broadway, Ste. 106  
Yankton, SD 57078  
605.665.0077

**Interventional  
Pain Management**

J.T. Brunz, MD ▲

**Physical Medicine**

K.C. Chang, MD ✦ ✦

**Outreach Clinics**

Brookings, SD  
Creighton, NE  
Dakota Dunes, SD  
Freeman, SD  
Huron, SD  
Madison, SD  
Marshall, MN  
Mitchell, SD  
Rapid City, SD  
Rock Valley, IA  
Sibley, IA  
Spirit Lake, IA  
Tyndall, SD  
Wagner, SD  
Yankton, SD

✦ Board Certified -  
The American Board of  
Orthopaedic Surgery

■ Board Certified -  
The American  
Osteopathic Board  
of Orthopedic Surgery

◆ Board Eligible -  
The American Board of  
Orthopaedic Surgery

◇ Board Certified -  
The American Board  
of Physical Medicine  
and Rehabilitation

★ Subspecialty Certificate  
in Orthopaedic Sports  
Medicine

✦ Subspecialty Certificate  
in Electrodiagnostic  
Medicine

▲ Board Certified -  
The American Board of  
Anesthesiology and Pain  
Medicine

February 4, 2016

President Jeffrey Holcomb  
Southeast Technical Institute  
2320 Career Avenue  
Sioux Falls, SD 57107

Dear President Holcomb:

I am writing in support of Southeast Technical Institute's one year professional coding program and the two year hospital based coding program. As the Workforce Development and Student Services Coordinator of Sanford Health, the demand for skilled coders throughout the Sanford Health system of hospitals and clinics has increased. The ongoing communication and collaboration of the instructors with industry partners have led to increased effectiveness of the curriculum. Both programs have proven to provide capable students during their clinical and the departments have been very pleased with student knowledge level and efficiency. I fully support these two programs and promote their continuance.

Best Regards,

A handwritten signature in black ink, appearing to read "Kelly Tollefson". The signature is written in a cursive style with a large initial "K" and "T".

Kelly Tollefson, MBA  
Workforce Development/Student Services  
Academic Affairs

# McGreevy Clinic Avera

February 5, 2016

President Jeffrey Holcomb  
Southeast Technical Institute  
2320 Career Avenue  
Sioux Falls, SD 57107

Dear President Holcomb:

I am writing to offer my support of the one year professional coding program and the two year hospital based coding program.

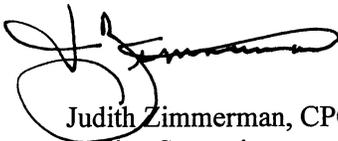
I am the Coding Supervisor for the McGreevy Clinics. I see a great need for more prepared graduates that have learned how to manipulate their coding books and can pass a basic coding quiz at a job interview. I am amazed, especially the on-line students, at how unprepared they are for the job market.

There is a high demand for skilled coders. I have had two positions open for months now without any applicants being qualified enough for entry level positions.

I believe the option of an AAS in Medical Coding is an excellent idea and I believe it will open more doors in the job market for professional and facility based coders.

I appreciate that Southeast Tech is very proactive in meeting the needs of the community of Sioux Falls and the surrounding area with skilled graduates.

Sincerely,



Judith Zimmerman, CPC, COC, CEMC, CPMA, CAC  
Coding Supervisor  
Avera Medical Group McGreevy Business Office  
Avera McKennan Region  
PH: 605-322-4903  
Fax: 605-322-4910  
[Judith.Zimmerman@avera.org](mailto:Judith.Zimmerman@avera.org)

*ASPIRE TO INSPIRE BEFORE YOU EXPIRE*

To Whom It May Concern:

The current coding department at Southeast Technical Institute is both a necessary and valuable program for individuals seeking a future career in healthcare.

The coding program allows students to further their educational capability and understanding as well as to grow professionally. Gaining this expanded knowledge will provide students indispensable and respected coding skills.

I have seen many students complete a degree at Southeast Tech and opt to further their education by pursuing the coding course work. The program is rigorous and allows students to broaden their opportunities for their future employment. It gives them an advanced edge on the current employment healthcare market.

Sioux Falls is fortunate to have numerous competitive and advanced healthcare systems as pillar of our community. Those systems are looking to hire individuals with advanced coding degrees and experiences. The coding program at Southeast gives students the chance to develop those coding skills at a high level which not only benefits the student but also the community as a whole.

The program has had a solid foundational development with quality teachers and support from local healthcare organizations. Continuing to support this program is extremely important. The foundation has been set, the curriculum has been developed, the vision has been implemented and success is easily visible for all individuals that pursue this degree.

Sincerely,

  
Sarah R. Svenningsen

***Education/Quality Project Coordinator***

Avera Admissions  
Avera McKenna Hospital and University Health Center  
1325 S Cliff Avenue  
Sioux Falls, SD 57117-5045  
Phone 605.322.8149  
Fax 605.322.8297

[Sarah.Svenningsen@avera.org](mailto:Sarah.Svenningsen@avera.org)

*Sponsored by the Benedictine  
and Presentation Sisters*