



## Health Sciences

### Medical Assisting-Claims Processing-Coding - Track 5

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#### DEPARTMENT

Health Sciences

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#### TOTAL UNITS

27 Units

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#### CONTACT

Janet Fisk, 527-4836

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#### PROGRAM

This Track is a 27-unit, 3-semester program intended to prepare students to work as claims processors and beginning coders in hospitals, offices, clinics, and claims processing departments. Credits earned in the Claims Processing and Coding Track may also be applied toward Associate Degree graduation requirements. Counseling, financial aid, and scholarships are available for students in the program.

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#### OCCUPATION

Claims processors and coders maintain current patient registration (demographic) data, implement current procedural and diagnostic coding, analyze and use current guidelines for reimbursement, manage accounts receivable and payable, process accounts for collections, maintain accounting and banking records, and process employee payroll.

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#### EMPLOYMENT

Claims processors and coders work in offices, hospitals, clinics, and claims processing departments. Current entry-level pay in the Bay area ranges from \$9 to \$16 per hour, with coders being paid the higher rates.

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#### DATE

The requirements for this certificate are effective beginning the semester shown below. If you began working on this certificate before the effective semester, you may not be affected by any changes to the program. Consult with a counselor or Contact Person to determine your eligibility to complete the certificate under previous requirements.

**Effective FALL 1998**

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#### PROGRAM PREREQUISITES

1. High school graduation or equivalent, e.g., GED (General Education Development), CHSPE (California High School Proficiency Exam).
2. Before clinical experience in MA 66.3, a physical examination must be completed. Current immunization record and TB test, are also required.

3. \*\*Special application to Program is required. Contact the Health Sciences Department for details.

4. Completion of the following Preparation for the Program requirements:

### PREPARATION FOR PROGRAM CLAIMS PROCESSING&CODING TRACK

Semester	Notes	Class	Description	Semester Offered	Units
SP&SUM		BGN & BOT classes	Keyboarding speed of 40 wpm	All	up to 3.0
		HLC60	Medical Terminology	All	3.0
SPRING		CIS 101A	Intro to Personal Computers	Fall&Spr	1.0

Because the reading requirements of our texts is college level and contains highly technical material, it is strongly suggested that students be eligible for English 100B. Students must take the English Placement Test to determine their current level.

### REQUIREMENTS FOR CLAIMS PROCESSING & CODING TRACK PROGRAM

Semester	Notes	Class	Description	Semester Offered	Units
FALL		ANAT 58	Introduction to Human Anatomy	Fall&Spr	3.0
		BOT 77.9	WordPerfect (or other WordPerfect course)	Fall&Spr	1.5
		MA 62	Medical Terminology, Advanced	Fall	4.0
		MA 60	Medical Office Practice (or 6 mos. med off. exp.)	Fall	3.0
		MA 61	Law & Ethics in the Medical Office	Fall&Spr	1.0
SPRING		BBK50	Business Bookkeeping	Fall&Spr	3.0
		MA68.1	Med. Office Insurance Basic (1st 8 wks)	Spring	1.5
		MA68.2	Computerized Medical Office Bkpg (2nd 8 wks)	Fall&Spr	0.5
		MA 68.4	Procedural Coding (1st 8 wks)	Spring	1.5
		MA 67A	Diagnostic Coding (2nd 8 wks)	Spring	1.5
FALL		MA 67 B	Intermed Diagnostic & Procedural Coding	Fall	3.0
		MA66.3	Externship, Claims Processing & Coding	Fall	3.5

### Guidelines for Success

The following statements are provided as guidelines to assist with your successful beginning and completion of the Medical Assisting Programs and / or the Claims Processing / Coding Track and / or the Medical Transcription Track.

#### 1. Language Requirements

English proficiency. Take the English placement test (APS/ Essay) to demonstrate eligibility for English 100B or to determine which course to take to become eligible for English 100B. See the Schedule of Classes for testing & placement information. Because the reading level of our texts is college level, it is strongly suggested that students be eligible for English 100B. Students must take the English Placement Test to determine their current level.

Ability to apply concepts of spelling, punctuation, and sentence structure.

#### 2. Health Requirements

Physical and mental health that enables you to work with clients and medical personnel. Current immunizations as explained in the Medical Assisting Program Handbook. (Distributed in MA 60). Before clinical experience - 2nd semester for Administrative Medical Assisting, 2nd Fall semester for Clinical Medical Assisting, completion of physical examination is necessary. (Pick up exam form in Health Sciences office.) Also, current immunization record, TB test, and adult/child/infant CPR card are required. Students must be clean and sober from all drugs, including alcohol.

#### 3. Cost

Check the Schedule of Classes for current tuition fees. The approximate cost for Medical Assisting program-related expenses including tuition, parking fees, books health services fee, liability insurance, supplies, lab coat and uniform \$400 per semester.

#### 4. Financial Aid

Scholarships, grants, and other financial assistance information may be obtained through the SRJC Financial Aid Office in Barnett Hall.

#### 5. Employment Concurrent with Attendance

Fall semester core classes have been concentrated on Tuesdays and Thursday to allow time for part-time employment and / or other class options. During Externship courses, work and other class schedules may need to be modified to accommodate program requirements.

#### 6. Study Time and Program Planning

Students should anticipate and plan for approximately two hours of study time per hour of class, and life commitments need to be made before choosing full or part-time study.

#### 7. Attendance and Grades

Regular attendance and promptness are expected at class sessions and clinical experience. Excessive absences could jeopardize a student's successful completion of a course and the program. (See Medical Assisting Program Handbook) Each required course must be completed with a "C" or better to receive the program and track certificates of completion.

#### 8. Child Care

Child care arrangements, back-up and sick-child plans should be arranged to avoid absence from class and clinical schedules. Check with the Call Child Development Center on campus for child care options.

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## E.MAIL

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Questions or comments about the **Certificates** section of the CWIS may be sent to:

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