



LOMA LINDA UNIVERSITY
School of Allied Health Professions

CODING SPECIALIST CERTIFICATE PROGRAM

Healthcare facilities need coders for accurately assessing ICD-10-CM/PCS, CPT, and DRG/APC assignments for diagnostic and surgical information. Financial reimbursement is often directly related to these numeric codes. Also, the statistical information generated from the codes is used in research, quality patient care, education, and in administrative decision making.

In acute care facilities, the Coding Specialist usually works in a health information/medical record department and enjoys professional interaction with other medical record practitioners and physicians. In a physician practice setting, the Coding Specialist works closely with physicians in determining diagnoses for optimum reimbursement.

Coding Specialists are in demand in acute care and ambulatory care facilities, including physician office practice and long-term facilities. A variety of government agencies require coding expertise as well. The need for accurate, skilled coders is high in California and throughout the nation. Regional and national healthcare organizations regularly notify Loma Linda University of open coding positions, and the Health Information Management department staff regularly forward these notices of employment opportunities to recent graduates. The Coding Specialist Program is a nine-quarter evening program with courses covering healthcare records, confidentiality, ICD-10-CM/PCS, CPT, E & M coding, prospective payment systems, state and federal coding regulations, and coding Practica.

LABORATORY EXPERIENCE

Direct coding practice with health records will be done in the classroom as planned by the instructor. The student will also be exposed to encoders in a computer laboratory environment. Coding Practicum I and II are coding laboratories designed to provide the student the opportunity of coding up to 500 records of inpatient and outpatients from a variety of common diseases and surgical procedures. This laboratory experience will be coordinated by an instructor who will supervise and evaluate the students' work, answer questions, and provide corrective feedback to the students.

APPLICATION AND ACCEPTANCE

Application to and enrollment in Loma Linda University constitute the student's commitment to honor and abide by the academic and social practices and regulations stated in announcements, bulletins, handbooks, and other published materials, and to maintain a manner that is mature and compatible with University's function as an institution of higher learning.

Loma Linda University was established to provide education in a distinctive Christian environment, and its students are expected to have adopted Christian ethical and moral standards as a basis for their conduct. The University emphasizes the health professions along with the policies of the supporting church.

In selecting students, the Admissions Committee of the School of Allied Health Professions looks for evidence of self-discipline, personal integrity, and intellectual vigor. The committee also looks for evidence that students possess the capabilities required to complete the full curriculum in the allotted time and to achieve the levels of competence required. Acceptance of the applicant to any curriculum is contingent on the recommendation of the department conducting the program.



PREREQUISITES

- High School Diploma/GED or a college degree
- Anatomy and Physiology
- Medical Terminology (can be taken while in the program)
- Essentials of Human Diseases (Pathophysiology) (*can be taken while in the program*)
- Introduction to Computer Applications (*can be taken while in the program*)

All prerequisite coursework must be completed with a grade of C or better and may only be transferred in from a ***regionally accredited*** college. The medical courses must cover all of the body systems

AHCJ 250 Anatomy and Physiology I (5 units, year-round)

AHCJ 251 Anatomy and Physiology II (5 units, year-round)

HLCS 241 Medical Terminology (2 units, year-round, online)

HLCS 238 Essentials of Human Diseases (3 units, Summer quarter)

Grade Requirement: A grade of C or above is required in all prerequisite and program coursework.

Transcripts: It is the applicant's responsibility to request transcripts from the institutions they have attended. Transcripts are accepted only when sent directly to the University by another school or college. ***All transcripts must be received before the application can be forwarded to committee.***

The procedure for application and acceptance is given below:

1. Log on to www.llu.edu/apply and fill out the online application. After paying the \$60.00 fee, your application will be electronically sent to SAHP Admissions. **Applications will not be accepted before January 1st of the year for which you are applying.**
2. Request transcripts from both the high school where a diploma was awarded, and from the college/ university where your prerequisites were completed. Transcripts **must** be mailed from the previous institutions **directly** to Loma Linda University, SAHP Admissions Office, Loma Linda, CA 92350.
3. Once the application, all transcripts, and letters of recommendations have been received, the application is reviewed by the HIIM Department. Upon recommendation from the Department, the folder is forwarded to the SAHP Admissions Committee. The committee's decision will be forwarded to you in the form of a letter delivered by the US Postal Service. Upon receipt of an acceptance letter, return the card provided to confirm acceptance, along with the required deposit. Deposits are credited to the student's account.

SPECIAL COURSE WORK/CREDIT

Requests are made to the SAHP Dean on the Petition to Obtain Credit by Examination form, which may be obtained from our department. There is a fee for the examination. Please ask concerning this, as the cost varies.

Waiver/Equivalency Exam: An examination in a given subject may be taken only once. Credit cannot be earned in this way to make up for a course in which an unsatisfactory grade was received. All examinations must be taken before the last quarter of the program. Please check with the HIM Department for current examination fees.

GRADUATION

To be eligible for graduation the students must complete all 30 units in the Coding Specialist program with a grade of C or higher in each course. Although the program is completed in autumn quarter, graduates of the Coding Specialist program are invited to participate in the School of Allied Health Professions commencement ceremony, which takes place in June.

PROGRAM OUTLINE

The Coding Specialist certificate program is outlined below for students initially enrolled during the 2017 - 2019 program.

Summer 2018	Fall 2018	Winter 2019	Spring 2019
	HLCS 239 <i>Introduction to Health Record Science</i> (3) HLCS 247 <i>Computer Applications in Healthcare</i> (2) <p style="text-align: right;">Unit Total: 5</p>	HLCS 236 <i>Pharmacology</i> (2) RELE 257 <i>Christian Ethics</i> (2) <p style="text-align: right;">Unit Total: 4</p>	HLCS 242 <i>Coding I</i> (4) <p style="text-align: right;">Unit Total: 4</p>
Summer 2019	Fall 2019	Winter 2020	Spring 2020
HLCS 243 <i>Coding II</i> (4) <p style="text-align: right;">Unit Total: 4</p>	HLCS 245 <i>Coding III</i> (4) <p style="text-align: right;">Unit Total: 4</p>	HLCS 254 <i>E&M Coding for Billing and Reimbursement</i> (2) HLCS 961 <i>Coding Practicum I</i> (2) <p style="text-align: right;">Unit Total: 4</p>	HLCS 257 <i>Coding Special Topics</i> (3) HLCS 962 <i>Coding Practicum II</i> (2) <p style="text-align: right;">Unit Total: 5</p>
			Program Total: 30

COURSE DESCRIPTIONS

The Coding Specialist certificate program course descriptions are listed below for students initially enrolled during the 2018 - 2019 school year.

HLCS 239 - Introduction to Health Record Science

An introduction to healthcare facilities and the information systems involved in the care of health records, in-depth study of health record content, confidentiality of healthcare information, and professional ethics. Prerequisite: Essentials of Anatomy & Physiology, Medical Terminology, Essentials of Human Diseases, Intro to Computer Applications.

HLCS 236 - Pharmacology

Introduction to pharmacology, including a review of pharmaceuticals used in diagnosis, prevention, and treatment of diseases as commonly encountered in medical records. Prerequisite: HLCS 239

HLCS 242 - Coding I

Principles and conventions for covering ICD-10-CM/ PCS and ICD-9-CM coding techniques by body system and disease process including: endocrine, nutritional, metabolic, blood, parasitic disease, immunity disorders, respiratory, digestive, sense organs, nervous systems, and infectious diseases. Pathology concepts will be emphasized as they relate to these body systems. Laboratory as needed. Prerequisite: HLCS 236

HLCS 243 - Coding II

Continues coding techniques by body system and disease process: genitourinary, neoplasms, mental disorders, skin and subcutaneous tissue, musculoskeletal, connective tissue, congenital anomalies, injuries, poisonings, and complications of pregnancy and childbirth. Pathology concepts as they relate to these body systems. Laboratory included. Prerequisite: HLCS 242

HLCS 245 - Coding III

Intermediate level CPT coding for surgical services provided in outpatient and inpatient settings for all body systems. Thorough review and practice of modifier assignment. Introductory training in CPT coding for laboratory, pathology, and radiology services. Laboratory included. Prerequisite: HLCS 243

HLCS 247 - Computer Applications in Healthcare

An introduction to health care information systems concepts and applications. Focus will be on software application in the health care arena. Specific topics addressed includes: general system theory; interoperability; specific health record applications (encoder, ADT-R, ROI, etc); electronic health records; personal health records; and patient informatics applications.

HLCS 257 - Coding Special Topics

Coding applications to reimbursement systems including prospective payment in DRGs and APCs. Regulatory requirements, coding quality assurance, coding auditing, and health care delivery systems are included in this course. Development of ICD-10-CM/PCS is incorporated into this course. Prerequisite: HLCS 254

HLCS 961 - Coding Practicum I

66 hours of coding laboratory designed to provide a capstone experience for students who have completed all academic course work in coding. Coding Practicum enable students to apply all state and national coding and reimbursement regulations to a variety of inpatient and outpatient records. Repeated coding practice in this laboratory provides students the opportunity to improve speed and productivity prior to entering the job force. Prerequisite: HLCS 257

HLCS 962 - Coding Practicum II

A continuation of Coding Practicum I. Practicum II includes an additional 66 hours of coding laboratory experience under direct supervision by an instructor. Prerequisite: HLCS 261

RELE 257 - Christian Ethics & Health Care

Ethical issues in modern medicine and related fields from the perspective of Christian thought and process.

HLCS 254 - E & M Coding for Billing & Reimbursement

Principles of Evaluation and Management coding and CPT modifier assignment pertaining to physician professional billing in outpatient, inpatient, ER, observation unit, home health, and other settings. Also included, focused instruction in billing and third party reimbursement as they relate to the health care field, with emphasis on billing forms and the billing process. Prerequisite: HLCS 245

TUITION SCHEDULE

The tuition for the entire Coding Specialist certificate program is outlined below for full-time students initially enrolled during the 2018 - 2019 school year.

Tuition is calculated at a per-unit rate of \$236 per unit. The tuition schedule provided is for tuition during the 2017 - 2018 school year, but may increase slightly during summer 2018.

Year One (2018)	Summer	Fall	Winter	Spring
Units per quarter:	---	5	4	4
Tuition Rate:	---	x \$236	x \$236	x \$236
Total cost per quarter:	---	\$1180	\$944	\$944
Year Two (2019)	Summer	Fall	Winter	Spring
Units per quarter:	4	4	4	5
Tuition Rate:	x \$236	x \$236	x \$236	x \$236
Total cost per quarter:	\$944	\$944	\$944	\$1180
Program Cost:				\$7,080

Because this program is less than part-time, it is not eligible for financial aid. Please contact the School of Allied Health Professions Finance Office at extension 44973 for information on making payment arrangements.

CONTACT US

If you have any questions or comments about this program, please contact:

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CODING PREREQUISITES

College/University	Medical Terminology	Anatomy & Physiology	Pathophysiology	Computers
Chaffey	BIOL 30 Beginning Medical Terminology (3)	BIOL 424 A & P (3)	Not Offered	CIS 1 Intro to Comp IS (3)
College of the Desert	HS 061 Medical Terminology (2)	Sequence: (must take BOTH) BI-013 Human A & P I (4) BI-014 Human A & P II (5)	Not Offered	CIS-010 Computer Literacy (4)
Crafton Hills	AH 101 Medical Terminology (3)	ANAT 101 Essentials of Human A & P (4)	Not Offered	CIS 101 Intro to Computer & Information Technology (3)
Mt. San Antonio	MEDI 90 Medical Terminology (3)	Sequence: (must take BOTH) ANAT 10A Intro Human Anatomy (4) ANAT 10B Intro Human Physiology (4)	Not Offered	CISB 15 Microcomputer Applications (3.5)
Mt. San Jacinto	Not Offered	Sequence: (must take BOTH) ANAT 101 Human A & P (5) ANAT 102 Human A & P (5) OR ANAT 100 Intro to A & P(3)	Not Offered	CSIS 101 Intro to Computers & Data Processing (3) OR CAPP 120 Using Microsoft Office - Level 1 (3)
RCC	Sequence: (must take BOTH) MDA 1A Med. Term 1A (3) MDA 1B Med. Term 1B (3)	AMY 10 Survey A & P (3)	MDA 60 Survey of Human Disease Processes (2)	CIS 1A Intro to Computer Info Systems (3) OR CIS-3 Computer Applications for Business (3)
SBVC	CIT 144 Medical Terminology (3)	BIOL 155 Intro A & P (4)	Not Offered	CIT 100 Introduction to Personal Computers (3) OR CIT 101 Introduction to Computer Literacy (3)
Victor Valley	ALDH 139 Med. Term. (3)	Sequence: (must take BOTH) BIOL 211 Human Anatomy (5) BIOL 212 Human Anatomy (4)	Not Offered	CIS 101 Computer Lit. (4)
Loma Linda University	HLCS 241 Medical Terminology (2 - offered online only)	Sequence: (must take BOTH) AHCJ 250 A&P (5) AHCJ 251 A&P (5)	HLCS 238 Essentials of Human Diseases (3)	Please contact the department for information
Santa Barbara City College Online	Not Offered	Sequence: (must take BOTH) BMS 107 Human Anatomy (4) & 108 Human Physiology (4)	HT 204 Basic Pathophysiology (3 units)	Not Offered