

FLATHEAD VALLEY COMMUNITY COLLEGE

AGENDA ITEM *14

V. COLLEGE ISSUES

F. Academic Program Proposals

BACKGROUND:

On April 5 the Curriculum Committee approved the following program items:

- Medical Coding CTS (new)
- Medical Coding AAS (moratorium)
- Healthcare Office Management (moratorium)

Students do not need an AAS to become a certified Medical Coder. Most Medical Coding programs are certificates or certificates of applied science. The advisory committee agreed that the proposed CTS is a more efficient way to get students into the workforce and comprehensive enough to prepare students to pass the certification exam. Students currently in the AAS program will have the option to switch to the CTS or complete the AAS.

Healthcare Office Management AAS has had low enrollment and graduation rates for years. The program director believes the program is outdated due to recent changes in the medical field. Current students will have the option to complete the AAS.

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Archived Catalog

Medical Coding, CTS

Health information coding is the transformation of verbal descriptions of diseases, injuries, and procedures into alphanumeric designations. Currently, reimbursement of hospital and physical claims for patients depends entirely on the assignment of codes.

Program Outcomes

Upon completion of this program, students will be able to

- Demonstrate the professional work habits expected in the medical coding profession including confidentiality and ethical practices;
- Apply medical terminology, anatomy and physiology, and disease process knowledge to seek the appropriate code;
- Complete insurance forms (HCFA) using ICD-10-CM, CPT and HCPCS codes;
- Demonstrate the ability to communicate orally and in writing;
- Abstract code data from medical records; and
- Demonstrate effective leadership skills.

Program Prerequisites

- [AHMS 144 - Medical Terminology](#) Credit(s): 3
- [BIOH 100NL - Basic Human Biology with Lab](#) Credit(s): 4

Prerequisites Total: 7

Required Courses

Fall Semester

- [AHMS 156 - Medical Billing Fundamentals](#) Credit(s): 3
- [AHMS 175 - Medical Law and Ethics](#) Credit(s): 3
- [AHMS 210 - Basic Medical Coding](#) Credit(s): 3
- [CAPP 156 - MS Excel](#) Credit(s): 3

First Semester Total: 12

Spring Semester

- [AHMS 250 - Advanced Medical Coding](#) Credit(s): 4
- [BGEN 110 - Applied Business Leadership](#) Credit(s): 3
- [HIT 265 - Electronic Health Record in Medical Practice](#) Credit(s): 3

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Medical Coding, AAS (Moratorium)

This program is in moratorium and not accepting new students until further notice.

Health information coding is the transformation of verbal descriptions of diseases, injuries, and procedures into alphanumeric designations. Reimbursement of hospital and physical claims for patients depends entirely on the assignment of codes. This profession requires attention to detail, knowledge of medical terms, knowledge of anatomy and physiology, and an understanding of how diseases progress. It is also critical that a medical coder understand HIPPA regulations and how it applies to their scope of practice and their role in the revenue cycle.

Program Outcomes

Upon completion of this program, students will be able to

- Demonstrate the professional work habits expected in the medical coding profession including confidentiality and ethical practices;
- Apply medical terminology, anatomy and physiology, and disease process knowledge to seek the appropriate code;
- Complete insurance forms (HCFA) using ICD-10-CM, CPT and HCPCS codes;
- Demonstrate the ability to communicate orally and in writing;
- Abstract code data from medical records; and
- Demonstrate effective leadership skills.

Required Courses

First Year

Fall Semester

- [AHMS 105 - Health Care Delivery](#) Credit(s): 3
- [AHMS 108 - Health Data Content Structure](#) Credit(s): 3
- [AHMS 144 - Medical Terminology](#) Credit(s): 3
- [AHMS 175 - Medical Law and Ethics](#) Credit(s): 3
- [BIOH 104NL - Basic Human Biology with Lab](#) Credit(s): 4 †

First Semester Total: 16

Spring Semester

- [AHMS 210 - Basic Medical Coding](#) Credit(s): 3 †
- [BMGT 205C - Professional Business Communication](#) Credit(s): 3 † R
- [BMIS 211 - Data Analytics I](#) Credit(s): 4

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Health Care Office Management, AAS (Moratorium)

This program is in moratorium and is not accepting new students until further notice.

The duties of the health care office manager can vary greatly depending on the type, size, and structure of the medical practice. The health care office manager must be knowledgeable in all aspects of medical office operations including billing, coding, collections, appointment scheduling, and all aspects of the electronic medical record and HIPPA compliance. A successful office manager is efficient, organized, resourceful, and possesses strong verbal and written communication and interpersonal skills, as well as the ability to make good decisions.

Program Outcomes

Upon completion of this program, students will be able to

- Understand medical terminology;
- Demonstrate knowledge of the human anatomy;
- Use interpersonal skills necessary to connect with coworkers and customers;
- Apply policies, regulations, and standards to the management of information;
- Understand all aspects of a medical office including coding, scheduling, billing, and EHR; and
- Demonstrate leadership skills.

Required Courses

First Year

Fall Semester

- [AHMS 105 - Health Care Delivery](#) Credit(s): 3
- [AHMS 108 - Health Data Content Structure](#) Credit(s): 3
- [AHMS 127 - Medical Document Formatting](#) Credit(s): 2
- [AHMS 144 - Medical Terminology](#) Credit(s): 3
- [BIOH 104NL - Basic Human Biology with Lab](#) Credit(s): 4 *

First Semester Total: 15

Spring Semester

- [AHMS 210 - Basic Medical Coding](#) Credit(s): 3 *
- [AHMS 220 - Medical Office Procedures](#) Credit(s): 4 *
- [RGEN 110 - Applied Business Leadership](#) Credit(s): 3 ^R