



**Medical Information Coder/Biller Certificate**  
Admission Packet

**Contact Information:**

**Donna Shumway, Program Director**  
**850-484-2213**  
[dshumway@pensacolastate.edu](mailto:dshumway@pensacolastate.edu)

**Health Admissions**  
**850-484-2210**  
[healthprograms@pensacolastate.edu](mailto:healthprograms@pensacolastate.edu)

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## Medical Information Coder/Biller Certificate

The Medical Information Coder Biller program provides the student with the technical skills necessary to code medical diagnosis, procedures and services provided for reimbursement in a wide variety of settings including hospitals, outpatient, ambulatory surgery centers, clinics and physician offices. Upon completion of the program the student will be eligible to sit for the national credentialing examination for the Certified Coding Associate (CCA) credential offered through the American Health Information Management Association (AHIMA). Upon completion of the program students will have the option to progress towards a two-year Associate of Science (AS) degree in Health Information Technology to eligible to sit for the Registered Health Information Technician (RHIT) credentialing exam. The Medical Information Coder/Biller Certificate program consists of thirty-four college credit hours that can transfer to the two-year Health Information Technology Associate of Science (AS) degree.

The CCA distinguishes coders by exhibiting commitment and demonstrating coding competencies across all settings, including both hospitals and physician practices. Based upon job analysis standards and state-of-the-art test construction, the CCA is creating a larger pool of qualified coders ready to meet potential employers' needs. The CCA designation has been a nationally accepted standard of achievement in the health information management field since 2002. The CCA, CCS & CCS-P are the only coding credential worldwide currently [accredited by the National Commission for Certifying Agencies \(NCCA\)](#). Reference ([ahima.org](http://ahima.org)).

For more information on the careers, certifications, and progression in education available in Health Information Management Technology please visit the American Health Information Management Association (AHIMA) at: [www.ahima.org](http://www.ahima.org)

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage that you contact the Allied Health Department and the health programs admission office (850-484-2210) for assistance in planning your program of study.

### FREQUENTLY ASKED QUESTIONS

#### **Q: What are the entrance requirements?**

A. High School/GED & College Transcripts, GPA2.0

#### **Q: What are the testing requirements?**

A. College Placement Test (PERT) (discuss with admissions)

#### **Q: What is the estimated cost of the program?**

34 college credits @ \$104.58 each (\$3,555.72)

*Tuition rates are subject to change, contact Registrar office for current cost.*

## MEDICAL INFORMATION CODER/BILLER CERTIFICATE

**Q: What is the recommended curriculum sequence?**

<b><u>FALL TERM</u></b>	<b>Credits</b>
HSC1531    Medical Terminology	3
HIM1000C    Introduction to Health Information Management	3
BSC1080    Essentials of Anatomy and Physiology	3
BSC1080L    Essentials of Anatomy and Physiology Lab	<u>1</u>
Total	10

<b><u>SPRING TERM</u></b>	<b>Credits</b>
HSC2550    Pathophysiology	3
HSA1172    Medical Billing and Third Party Payers	2
HIM2229C    Intro to Coding and Classification Systems	3
HIM1442    Pharmacology	<u>2</u>
Total	10

<b><u>SUMMER TERM</u></b>	<b>Credits</b>
HIM2284C    Intermediate Coding and Classification Systems	<u>3</u>
Total	3

<b><u>FALL TERM</u></b>	<b>Credits</b>
HIM2253C**    Outpatient Reimbursement Methodologies (CPT Coding)	3
HIM2285C    Advanced Coding and Classification Systems	3
HIM2931**    Special Topics in Health Information Management	1
HSC2641    Health Care Law	3
HIM2813    Coding Professional Practice	<u>1</u>
Total	11

**Total Program Credits                      34**

Upon completion of the certificate program, students enrolled in the Health Information Coder Certificate program will have the option to transfer into Health Information Technology program A.S. Degree. Course availability is subject to change.

*This publication is to provide general career and program information and is not to be construed as a contract between the student and Pensacola State College. The student is encouraged to work closely with counselors and the department to verify the appropriateness of courses for registration.*

## FINANCIAL AID

Students requiring financial assistance are directed to the Office of Financial Aid and Veterans Affairs (OFA & VA) (850) 484-2349 for information on numerous grants, and scholarships available. Short-term loans are available at registration. Inquiries should be directed to the Student Affairs Office on the Warrington Campus. Students needing assistance for an education are encouraged to seek every avenue of financial aid available for that purpose. Financial counseling, as well as help with the application process, is available. Students needing financial assistance must contact the Financial Aid offices as soon as the need is determined.

## STUDENT CHECKLIST FOR APPLICATION PROCESS

*Please note:*

*Students are encouraged to apply early for the next year. It is the student's responsibility to ensure that all required paperwork is turned in on time.*

Date when completed:

\_\_\_\_\_

Complete and submit the Pensacola State College application (\$30) for general admission.

\_\_\_\_\_

Complete the Florida Residency Affidavit (if applicable).

\_\_\_\_\_

Request high school transcripts

\_\_\_\_\_

Request all college transcripts

\_\_\_\_\_

Complete the health-related program application and submit to an Admissions Office on the Warrington campus.

\_\_\_\_\_

Complete test requirements for consideration as an applicant to the health program of your choice.

# PENSACOLA STATE COLLEGE REQUEST FOR OFFICIAL TRANSCRIPT

TO: REGISTRAR

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Name of High School, College, or University

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Address of School

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City State Zip Code

**Please forward an official transcript of my academic work:**

- \_\_\_\_\_ College transcript
- \_\_\_\_\_ High School Record (showing graduation date or date of withdrawal)
- \_\_\_\_\_ General Education Development Test Scores (GED)
- \_\_\_\_\_ Transient Student Form/Letter of Good Standing (for non-degree transient students)

Mail transcript to: **Admissions Office:  
Pensacola State College  
1000 College Boulevard  
Pensacola, FL 32504-8998**

The following information is furnished to assist you in locating my records:

Name: \_\_\_\_\_

Name used when attending the institution above: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Student Number: \_\_\_\_\_

Date of Graduation: \_\_\_\_\_

Current Address: \_\_\_\_\_

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City State Zip Code

If there is a fee for this service, please bill me at the address above.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Student Resources**

### **Online Request Transcripts**

- [Request Transcripts Forms](#)

### **Apply for the HIT AS Program**

- [Health Related Programs Application](#)

### **College Applications and Forms**

- [College Applications and Forms](#)

### **Professional Resources**

- [AHIMA- Your Professional Organization](#)
- [Career and Student Center](#)
- [The AHIMA Foundation for Excellence](#)
- [Join AHIMA- Student Membership](#)
- [Florida Health Information Management Association \(FHIMA\)](#)