

Medical Information Coder/Biller Technical Certificate (T.C.)

### **Program Requirements**

Application procedure to meet the minimum requirements for consideration for acceptance to the Associate in Science Health Information Technology program, students must:

1. Complete an online Health Information Technology application by the application deadline.
2. Submit official non-FSCJ transcripts to the College prior to the application deadline date.

### **Prerequisites**

The following courses must be completed with a grade of C or better before the application deadline.

- BSC 2085C - Human Anatomy and Physiology I 4
- BSC 2086C - Human Anatomy and Physiology II 4
- HSC 1531 - Medical Terminology (for Health Professions) 3

Submit any additional documents to support your application the HCIC at HCIC@FSCJ.edu by the application deadline.

- Work Verification letters should include the following
  - Typed on company letterhead
  - Dates of employment
  - Health related duties
  - Number of hours worked per week
- Complete and submit personal essay
- Emails containing supporting documents should be sent to the HCIC@FSCJ.edu email address and contain the following
  - Program of study, term, and application attachment in the subject line
  - Student name and ID number in the body of the message
  - Documents included as attachments

## **COMPETITIVE REVIEW PROCESS**

Students are ready for review by the admissions committee upon completion of all checklist requirements. The committee uses the Associate in Science in Health Information Technology Ranking Criteria below to review and rank candidates for admittance consideration. Please note that the admission process is highly competitive.

Grade Point Average: Applicants must earn a grade of C or better in each prerequisite course and have an overall minimum prerequisite GPA of 2.0. Completion of General Education coursework will allow applicants to achieve additional points.

<b>Medical Information Coder/Biller Ranking Rubric</b>		<b>Max Points</b>
<b>Overall Cumulative GPA (minimum requirement 2.0)</b>		20
<b>Overall GPA</b>	<b>Points</b>	
2.0-2.49	1	
2.5-2.99	7	
3.0-3.49	13	
3.5-4.0	20	
<b>A grade of C or better in all required prerequisite courses</b>		55
<b>Course Grade</b>	<b>Points</b>	
A	5 per Credit Hour	
B	3 per Credit Hour	
C	1 per Credit Hour	
<b>Required Prerequisite Courses:</b>		
<b>Course Title</b>	<b>Course Code</b>	
Anatomy & Physiology I	BSC 2085C	
Anatomy & Physiology II	BSC 2086C	
Medical Terminology	HSC 1531	
<b>Bonus Points</b>		
<b>Health Related Work Experience</b>		6
Hours	Points	
12 months	2	
24 months	4	
>24 months	6	
<b>Volunteer Experience</b>		2
(> 8 Hours)	2	
<b>Written Essay</b>		10
A typed one-page essay on why the student wishes to enter the Medical Information Coder/Biller Program. The essay should comment on elementary understanding of medical coding.		
<b>Total Possible Points</b>		<b>93</b>