

The Medical Information Coder/Biller Technical Certificate (T.C.) program prepares graduates for employment as a health care/medical coder or biller in a variety of settings. The program is a combination of professional courses including lecture, laboratory and clinical education components. Professional practice experiences are offered in local health care facilities under the supervision of qualified professional personnel.

Program Requirements

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
- HIM 1260 - Health Insurance Billing 2

Please review this checklist. If you answer yes to **every** applicable item and have submitted transcripts to support your course completions, you could be ready for review and ranking for consideration for admittance to the Medical Information Coder/Biller program.

CHECKLIST

- Submit official non-FSCJ transcripts to the College before the published application deadline for the term you wish to begin.
- Submit official A.P., I.B., AICE, CLEP and/or DSST score reports to the College before the published application deadline for the term you wish to begin (A.P. – Advanced Placement, I.B. – International Baccalaureate, AICE – University of Cambridge)

- Complete the following courses with a grade of "C" or better by the published program deadline for the term you wish to begin. A GPA of 2.0 must be maintained.
 - BSC 2085C - Human Anatomy and Physiology I 4
 - BSC 2086C - Human Anatomy and Physiology II 4
 - HSC 1531 - Medical Terminology (for Health Professions) 3
 - HIM 1260 - Health Insurance Billing 2

- 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
 - 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.
 - 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

If you answered no to any of the above checklist items, please meet with an academic advisor to discuss your education plan and next steps.

COMPETITIVE REVIEW PROCESS

Students are ready for review by the admissions committee upon completion of all checklist requirements. The committee uses the Medical Information Coder/Biller Ranking Criteria below to review and rank candidates for admittance consideration.

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.

Medical Information Coder/Biller Ranking Rubric			Max Points
Overall Cumulative GPA (minimum requirement 2.0)			20
Overall GPA	Points		
2.0-2.49	1		
2.5-2.99	7		
3.0-3.49	13		
3.5-4.0	20		
A grade of C or better in all required prerequisite courses			65
Course Grade	Points		
A	5 Per Credit Hour		
B	3 Per Credit Hour		
C	1 Per Credit Hour		
Required Prerequisite Courses:			
Course Title	Course Code	Credit Hours	
Anatomy & Physiology I	BSC 2085C	4	
Anatomy & Physiology II	BSC 2086C	4	
Medical Terminology	HSC 1531	3	
Health Insurance Billing	HIM 1260	2	
Bonus Points			
Health Related Work Experience			6
Months	Points		
12 months	2		
24 months	4		
>24 months	6		
Volunteer Experience			2
Points	(> 8 Hours)		
Written Essay			10
Points	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.		
Total Possible Points			103