

About the Program

The Technical Certificate (T.C.) in Medical Information Coder/Biller prepares students to enter the healthcare delivery market as an entry-level medical coder/biller. For more information about this program, visit fscj.edu/6155.

Program Requirements

This program requires a **minimum of 37 credit hours**. Total program hours may vary based on the student's individual academic plan. This program is **eligible** for financial aid.

Students in this program are not required to complete math courses unless they are listed as part of the certificate program. If you plan to pursue the degree program in this same field, please note **this certificate articulates directly into the Health Information Technology (2277) (A.S.) degree**, which includes a **Statistical Reasoning math pathway**. To learn more about the Health Information Technology (A.S.) degree, visit fscj.edu/academics/programs/as/2277.

Application Procedure

This is a Limited Access program.

Applicants must:

- ☐ Be currently enrolled or a former Florida State College at Jacksonville student.
- ☐ Complete the required prerequisite coursework with a grade of C or higher
- ☐ Maintain a 2.0 GPA.
- ☐ Complete the Medical Information Coder/Biller application.
- ☐ Submit official high school transcript or general education scores.
- ☐ Submit a reflection essay.
- ☐ Submit verification of health-related work experience (if applicable) typed on employer letterhead including the dates of employment, specific health-related duties performed and the number of hours worked per week.
- ☐ Submit verification of volunteer service (if applicable) typed on the organization's letterhead.

Applicants will be ranked on the quality points earned in the four courses listed above. Students who verify work experience in health information technology will earn two points per year, up to a maximum of six points.

Note: Admissions preference is given to fully qualified candidates who have met all entrance criteria, including the satisfaction of prerequisite courses. Should seats remain available in the program cohort, applicants who fulfill admissions criteria prior to the start of the program will be considered next.

Application Deadline

The **application deadline** is February 15 for classes starting in the summer term.

Placement Testing

Please meet with an advisor to determine if college placement testing is required. Students who place into **developmental education courses** are required to complete designated developmental education courses with a grade of C or higher regardless of program of study and are also required to take one of two student success strategies courses. For additional information, visit catalog.fscj.edu/academics/developmental-education-programs or speak with an advisor.

Technical Certificate Graduation Requirements

- ☐ Fulfill all academic requirements for the chosen program of study as outlined in the Florida State College at Jacksonville catalog and curriculum.
- ☐ Earn minimum prescribed semester hours for the chosen program of study with a cumulative grade point average of 2.0 (C) on a 4.0 scale on all courses that apply to the chosen program of study.
- ☐ Complete a minimum of 25 percent of the total hours required for the program in residence at Florida State College at Jacksonville. Credit by examination and credit for prior learning do not count toward this residency requirement.
- ☐ Fulfill all obligations, financial or otherwise, to the College before graduating.

Catalog Year

This document is prepared for students with a **2025-26 College Catalog year** who have not tested into developmental education courses. **Students who enter under the 2025-26 catalog** will be assigned to the degree or certificate requirements in effect during the 2025-26 academic year. The student's assigned catalog year will remain in effect as long as the student maintains continuous enrollment. Changes to requirements as mandated by law or by rule of the District Board of Trustees may supersede this provision.

To maintain continuous enrollment, a student must have registration for, and successful completion of, at least one course within a three-term period. After three consecutive terms of no enrollment, the student will be discontinued from the current program of study and will need to apply to FSCJ to reenter under the same program of study. Upon readmission, the student will be assigned to the current catalog of record in the chosen program.

Curriculum

A minimum grade of C or higher must be achieved in all professional coursework.

Terms Offered are subject to change. Please verify course availability at fscj.edu/schedules. Prior to enrolling in classes, please meet with an advisor for specific guidance about your individual academic plan.

Prerequisite Coursework

Prior to being admitted to the program, an applicant must complete the following courses with a minimum grade of C or higher.

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| ☐ BSC 2085C - Human Anatomy and Physiology I, Credit Hours: 4. Terms Offered: Fall, Spring, Summer. | Grade Earned: _____ |
| ☐ BSC 2086C - Human Anatomy and Physiology II, Credit Hours: 4. Terms Offered: Fall, Spring, Summer. | Grade Earned: _____ |
| ☐ HSC 1531 - Medical Terminology (for Health Professions), Credit Hours: 3. Terms Offered: Fall, Spring, Summer. | Grade Earned: _____ |

Sample Roadmap

This sample roadmap shows one possible pathway to program completion and may not be appropriate for all students.

Term 1

Before enrolling in your first term classes, **please meet with an advisor** for specific guidance about your academic plan.

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| ☐ HIM 1000 - Introduction to Health Information Management and Informatics, Credit Hours: 2. Terms Offered: Summer. | Grade Earned: _____ |
| ☐ HIM 1260 - Health Insurance Billing, Credit Hours: 2. Terms Offered: Summer. | Grade Earned: _____ |
| ☐ HIM 1300 - Health Care Delivery Systems, Credit Hours: 2. Terms Offered: Summer. | Grade Earned: _____ |
| ☐ HIM 1435 - Pathophysiology, Credit Hours: 3. Terms Offered: Summer. | Grade Earned: _____ |
| ☐ HIM 2012 - Health Law, Credit Hours: 3. Terms Offered: Summer. | Grade Earned: _____ |

Term 2

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| ☐ CGS 1100C - Microcomputer Applications for Business and Economics, Credit Hours: 3. Terms Offered: Fall, Spring, Summer. | Grade Earned: _____ |
| ☐ HIM 1224C - Basic ICD Coding and Lab, Credit Hours: 3. Terms Offered: Fall. | Grade Earned: _____ |
| ☐ HIM 2442 - Basic Pharmacology for Health Information Management, Credit Hours: 1. Terms Offered: Fall. | Grade Earned: _____ |

Term 3

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| ☐ HIM 1253C - CPT Coding and Lab, Credit Hours: 3. Terms Offered: Spring. | Grade Earned: _____ |
| ☐ HIM 1800 - Professional Practice I, Credit Hours: 1. Terms Offered: Spring. | Grade Earned: _____ |
| ☐ HIM 2285C - Advanced ICD Coding and Lab, Credit Hours: 3. Terms Offered: Spring. | Grade Earned: _____ |

Course Requirements

Prerequisites, corequisites, and conditions for any course are subject to change. Students must meet the prerequisite and corequisite requirements of any course at the time the student attempts to register for that course. If you have questions about the prerequisites, corequisites, or conditions for a course, please contact any academic advisor.

General Education Courses

Complete all of the following courses with a minimum grade of C or higher prior to being admitted to the program.

BSC 2085C - Human Anatomy and Physiology I, Credit Hours: 4. *State Core course.* **Prerequisite(s):** None. **Corequisite(s):** None. **Conditions:** High School Chemistry taken within the past five years. High School Biology taken within the past five years. This course may require proctored testing at an approved location. Students may be charged testing fees at off-campus and virtual testing locations. For additional information and resources, please see the College's Online Learning website. **Terms Offered:** Fall, Spring, Summer.

BSC 2086C - Human Anatomy and Physiology II, Credit Hours: 4. **Prerequisite(s):** BSC 2085C with a grade of C or higher. **Corequisite(s):** None. **Conditions:** High School Chemistry taken within the past five years. High School Biology taken within the past five years. This course may require proctored testing at an approved location. Students may be charged testing fees at off-campus and virtual testing locations. For additional information and resources, please see the College's Online Learning website. **Terms Offered:** Fall, Spring, Summer.

Professional Courses

Complete all of the following courses.

HSC 1531 must be completed with a minimum grade of C or higher prior to being admitted to the program.

CGS 1100C - Microcomputer Applications for Business and Economics, Credit Hours: 3. **Prerequisite(s):** None. **Corequisite(s):** None. **Conditions:** None. **Terms Offered:** Fall, Spring, Summer.

HIM 1000 - Introduction to Health Information Management and Informatics, Credit Hours: 2. **Prerequisite(s):** None. **Corequisite(s):** None. **Conditions:** Course requires a C or higher. Admission to the Health Information Technology or Medical Information Coder/Biller or Healthcare Informatics Specialist or Clinical Research Professional or Clinical Research Coordinator programs. **Terms Offered:** Summer.

HIM 1224C - Basic ICD Coding and Lab, Credit Hours: 3. **Prerequisite(s):** HIM 1435. **Corequisite(s):** None. **Conditions:** Admission to the Health Information Technology or Medical Information Coder/Biller programs. **Terms Offered:** Fall.

HIM 1253C - CPT Coding and Lab, Credit Hours: 3. **Prerequisite(s):** HIM 1224C. **Corequisite(s):** None. **Conditions:** Admission to the Health Information Technology or Medical Information Coder/Biller programs. **Terms Offered:** Spring.

HIM 1260 - Health Insurance Billing, Credit Hours: 2. **Prerequisite(s):** None. **Corequisite(s):** None. **Conditions:** Admission to the Health Information Technology or Medical Information Coder/Biller or Clinical Research Professional or Medical Assisting Advanced or Medical Assisting Specialist programs. **Terms Offered:** Summer.

HIM 1300 - Health Care Delivery Systems, Credit Hours: 2. **Prerequisite(s):** None. **Corequisite(s):** None. **Conditions:** Admission to the Health Information Technology or Medical Information Coder/Biller programs. **Terms Offered:** Summer.

HIM 1435 - Pathophysiology, Credit Hours: 3. **Prerequisite(s):** BSC 2085C. **Corequisite(s):** None. **Conditions:** Admission to the Health Information Technology or Medical Information Coder/Biller or Clinical Research Professional or Clinical Research Coordinator programs. **Terms Offered:** Summer.

HIM 1800 - Professional Practice I, Credit Hours: 1. **Prerequisite(s):** None. **Corequisite(s):** None. **Conditions:** This course requires permission from the director. Admission to the Health Information Technology or Medical Information Coder/Biller or Clinical Research Professional programs. **Terms Offered:** Spring.

HIM 2012 - Health Law, Credit Hours: 3. **Prerequisite(s):** None. **Corequisite(s):** None. **Conditions:** Admission to the Health Information Technology or Medical Information Coder/Biller or Healthcare Informatics Specialist or Clinical Research Professional or Clinical Research Coordinator programs. **Terms Offered:** Summer.

HIM 2285C - Advanced ICD Coding and Lab, Credit Hours: 3. **Prerequisite(s):** HIM 1224C. **Corequisite(s):** None. **Conditions:** Admission to the Health Information Technology or Medical Information Coder/Biller programs. **Terms Offered:** Spring.

HIM 2442 - Basic Pharmacology for Health Information Management, Credit Hours: 1. **Prerequisite(s):** HSC 1531. **Corequisite(s):** None. **Conditions:** Admission to the Health Information Technology or Medical Information Coder/Biller or Clinical Research Professional or Clinical Research Coordinator programs. **Terms Offered:** Fall.

HSC 1531 - Medical Terminology (for Health Professions), Credit Hours: 3. **Prerequisite(s):** None. **Corequisite(s):** None. **Conditions:** None. **Terms Offered:** Fall, Spring, Summer.