



Catalog 2012

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Mission

The mission of Westchester College of Nursing and Allied Health is to provide quality medical coding program conducted by a certified team of qualified faculty dedicated to serving individuals who see a concrete foundation in medical coding skills that will lead toward the profession of Medical Coder Specialist or a related field. The program leads to a coding (non-degree) certificate upon successful completion.

Our objectives are to:

- Provide the student with the knowledge, skills, and hands-on experience needed to begin a career in the allied health professional areas.
- Facilitate effective learning strategies and promote the use of acquired skills and knowledge for current and future employment.
- Develop critical thinking skills and a lifelong dedication to learning.
- Provide instruction and use of resources that enhance the connection between theory and professional practice, thereby assisting the student to prepare for the fulfillment of his or her career goals.
- Provide professional, expert faculty capable of motivating students to their highest potential and empowering them with the academic preparation and skills the instructors possess as the underpinning of their own professional work.
- Utilize technology to build efficient structures and methods for educational practice, curriculum, mode of instruction, and learning resources.

We prepare students for work in hospitals and other healthcare facilities, physician's offices, laboratories or their own private practice. Our programs are designed and taught to provide a quality career education that is relevant to the current and future needs of the allied health professional areas and of society.

Institution History

Westchester College of Nursing and Allied Health was founded in 2003 with the desire to establish a premier medical coding school in Los Angeles that would contribute to the improvement of medical coding services in the healthcare industry. The school is a for profit corporation, actively operating since 2003. It is located at 8939 South Sepulveda, Suite 302, Los Angeles CA, 90045. In addition, the school has a satellite classroom for instructional operations only in the city of Encino that has operated since 2008.

Approvals and Licensures

American Health Information Management Association (AHIMA)

The Coding Education Program of this institution has been approved by the American Health Information Management Association (AHIMA) since 2005. AHIMA is the premier association of health information management (HIM) professionals. AHIMA's more than 64,000 members are dedicated to the effective management of personal health information required to deliver quality healthcare to the public. Founded in 1928 to improve the quality of medical records, AHIMA is committed to advancing the HIM profession in an increasingly

electronic and global environment through leadership in advocacy, education, certification, and lifelong learning.

California Bureau for Private Postsecondary Education (BPPE)

Westchester College of Nursing and Allied Health was granted Institutional Approval to operate by the State of California Bureau for Private Postsecondary and Vocational Education pursuant to California Education Code Section 94900 in 2003. On October 11, 2009, Governor Schwarzenegger signed Assembly Bill (AB) 48 (Portantino, Chapter 310, Statutes of 2009). AB 48 is known as the Private Postsecondary Education Act of 2009 ("Act") and establishes the Bureau for Private Postsecondary Education within the Department of Consumer Affairs. The Act became operative on January 1, 2010. Beginning January 1, 2010, private postsecondary schools operating in California will be under the jurisdiction of the Bureau and subject to the requirements of the Act.

Accrediting Bureau of Health Educational School

ABHES is recognized by the United States Secretary of Education for the accreditation of private, postsecondary institutions in the United States offering predominantly allied health education programs and the programmatic accreditation leading to a certificate, diploma, Associate of Applied Science, Associate of Occupational Science, Academic Associate degree, or Baccalaureate degree, including those offered via distance education.

ABHES accredits programmatically for the three programs identified above being taught in both public and private institutions. It also accredits institutionally outside of the allied health area, providing the institutions retain predominance in allied health.

ABHES is an independent non-profit agency unrelated to any trade or membership organization.

Among ABHES Recognitions:

U.S. Department of Education, American Association of Medical Assistants (AAMA) American Medical Technologists (AMT), National League for Nursing Accrediting Commission (NLNAC), The National Board of Surgical Technology and Surgical Assisting (NBSTSA), Texas Higher Education Coordinating Board (THECB).

Facilities

The school is adequate in size and resources to facilitate instruction and learning. The school facility consists of three (3) classrooms, two (2) administrative offices and (1) study area. The square footage of the facility is 1507 feet. The room capacity for each classroom is 18 persons. We can accommodate 36 students in the entire facility at the time. The school is properly equipped with learning and teaching tools. There are bathrooms for both sexes, including parking structure. The building is surrounded with food areas, pharmacy, supermarket, and transportation services.

The school has one extended location to accommodate some additional active classes. This location is part of a Lutheran School at the following address: 17500 Burbank Blvd., Encino CA. The classroom has the capacity to seat 25 students. The facility has full kitchen, eating area, bathrooms for both sexes, and parking.

Online Delivery

In the effort to continue providing high quality coding education, the school has integrated online courses with live instructional modality to reach students whose schedule preclude onsite attendance but at the same time to take advantage of the best features to both face-to-face and online learning. With the online classes, the students interact with the instructors and with other instantly as they were physically in class. The instructors communicate with the students via-webcam and text chatting. Students also have the option to communicate with the instructor and other students via-web cam and/or texting chatting. During the hybrid classes, the student receives traditional lectures onsite and combination with the online lecture. The schedule is described in the course syllabus.

The e-learning delivery offers:

- Courses syllabus and assignments
- Accessibility to school resources and AHIMA Library
- Email, live conversation via-webcam through private or group text chatting
- Course materials available provided by the school
- Instructor lectures

Our curriculum is taught by a high qualified team with practical experience in their field they teach. The faculty completes specialized training instructions to teach via-online to provide the students attending the online courses with learning objectives that will enable them to comprehend effectively the course content.

The students taking the online courses are supported by a professional administrative team in the main campus of Los Angeles, CA. Services include admission, registration, academic advising, financial, and support services. The students complete all applicable school forms online or at the school location. Textbooks are provided by the school.

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Electronic Communication

Electronic communication is the preferred communication media for students, faculty and staff. In order to take advantage of the technology, it required that the students, faculty and staff acquire and maintain e-mail access with the capability to send and receive attached files. In order to navigate the Internet, it is recommended that the latest version of one of the following browsers be used:

- ❖ Microsoft Internet Explorer
- ❖ Mozilla Firefox

Our online curriculum is delivered via a learning management system powered by Moodle Technical assistance is available for our enrolled students.

Online Learning Management System Requirements:

- **Operating Systems:**
 - Windows XP Home/Pro SP2/3
 - Windows 7 Home/Pro
- **Web Browsers:**
 - Internet Explorer 6 or higher (Internet Explorer 8 recommended)
- **Web Browser Plugins / Add-ons:**
 - Flash Player 10 or higher
- Broadband Internet connection 768Kbps or higher.
- Microsoft Word 2000 or higher or compatible word processor software
- Adobe Acrobat Reader (<http://get.adobe.com/reader/>)
- JAVA Runtime Environment (<http://java.com/en/download/>)
- Popup Blockers must be disabled.
- Speakers are required to hear video clips, audio clips and your instructor during live online class sessions.
- Headset with a microphone is required during live online class sessions.
- Webcams are optional yet highly recommended.

Westchester College of Nursing and Allied Health strives to prevent the spread of computer virus by employing the latest virus detection software on all school-owned computer systems; however, Westchester College of Nursing and Allied Health makes no guarantee related to the unintentional propagation of computer virus that may go undetected by our virus detection software. Westchester College of Nursing and Allied Health will not be held label for any direct, indirect, incidental, special, consequential or punitive damages of any kind, including but not limited to; loss of data, file corruption, or hardware failure, resulting form the effect of any malicious code or computer virus unintentionally transmitted by the School staff members, faculty member, students or affiliates. Westchester College of Nursing and Allied Health strongly recommends and urges all instructors and students to seek out and install adequate virus detection software and to routinely check for and install the most recent updates to their anti-virus software no less frequently that once each month, for their particular computer and operating systems.

Non-Discrimination Policy

Applicants will be considered for admission without regard to race, ethnicity, religion, gender, national origin, age or veteran status. Disabilities will be considered only to the extent to which it may prevent the applicant from acquiring the knowledge and skills necessary to complete the program for graduation. Students with specific physical disabilities will be assessed individually to determine the extent of their potential ability to perform in their desire career area. Students who demonstrate special needs in hearing or sight related learning disabilities will be accommodates as best as possible in selected programs. Obvious sight disabilities could disqualify some students from some programs. For students with learning disabilities, instructors can provide tutoring help to improve student learning. The institution is handicapped accessible.

English Proficiency

Students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All classes are taught in English.

Enrollment Requirements

Westchester College of Nursing and Allied Health is a non-term institution and does not operate according to a traditional academic calendar. New student groups can begin at any time.

The Westchester College of Nursing and Allied Health Medical Coding Certificate Program is an eleven class course requiring 720 clock hours of study that prepares graduates for a career in health information management as medical coders. Classes are four, six and eight weeks in length.

A prospective student must furnish the school a high school diploma or a General Education Development diploma, or attest that he or she is a high school graduate.

All applicants receive an orientation that includes an overview of the coding program and a tour of the facility. Applicants begin the admissions process by submitting a complete and accurate application form, along with the registration fee. Applicants may mail or hand deliver the application form. Incomplete/unsigned application forms will not be processed. Incomplete or false information on the registration form will be grounds for denial. The admissions process can take up to 10 business days to complete. Students receive notification of the admissions decision either by mail or phone.

The school reserves the right to change tuition and fees, make curricular changes when necessary, and make substitutions in books and supplies as required without prior notice. Any changes in tuition or fees will not affect a student already in attendance or enrolled.

California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact. Westchester College of Nursing and Allied Health awards its graduates an appropriate program certificate as an acknowledgement of their accomplishment and graduation from the program.

To receive a certificate from the Westchester College of Nursing and Allied Health, the student must successfully complete all eleven classes in the program. Some of the courses have prerequisites progressing sequentially and building in intensity and complexity. The eleven courses are offered in an accelerated format. When the course ends, the next course usually begins the following week. This will allow the student to accomplish his/her educational goals as planned. The student will take a break from class only on holidays, as indicated in this school catalog. To accommodate the schedule of the working student, the school has two separate program schedules with lengths of 60 and 68 weeks, respectively.

Students must further have satisfactorily finished all required course work at the school, passed all exams, and have paid all fees in full.

Academic Progress Policy

The standards of satisfactory academic progress policy are applied to all students regardless of financial and status. The standards provide quantitative and qualitative standards grade point average or completion of work projects, which can be measured against a norm.

Grading Policy

A grade report is issued to the student upon the completion of each course. Method of Evaluation:

- Attendance
- Class Participation
- Quizzes
- Homework

Letter Grade	Percentage
A	100 – 90 %
B	89 – 80 %
C	79 – 70 %
D	69 – 60 %
F	Below 59 %
I	Incomplete
W	Withdrawal

The minimum passing grade for each class is “C.” Each student’s cumulative grade will be reviewed at the completion of each class.

Attendance Policy

Regular attendance is required regarding all classes and scheduled activities. Classes are to begin promptly. Students are expected to arrive on time. The student must notify the school or the instructor, in advance, of any anticipated absence. If the student is absent for two sessions, the student must contact his/her instructor. The instructor will notify the school about the absenteeism. If the student’s absence reaches 30% for any single course, the student may be withdrawn from the course. The student with three weeks of consecutive unexcused absences will be considered to have dropped.

- ✓ The policy defines a maximum time frame, not to exceed 150% of the normal program length, in which the educational objective must be successfully completed
- ✓ Students enrolled in the 60 week program have a maximum timeframe for completion of 90 weeks. Students enrolled in the 68 weeks program have a maximum timeframe for completion of 102 weeks months.
- ✓ The increment for measuring a student’s progress will be at ending of the completion of each class term.
- ✓ If the student has not completed the program within the maximum timeframe, the student will be terminated from the program

Tardiness/Early Departure

Students who come to class late or leave early will receive a mark on their attendance record. A student is considered tardy when arriving 10 minutes or more after the start of class, or leaving 10 minutes or more before the end of class. Students who accumulate three marks on tardiness/early departure will accrue one day of absence on the attendance record.

Leave Of Absence Policy

Students are entitled to take only one leave of absence during any academic year. The duration of the leave of absence may not exceed sixty days. Requests for leave must be submitted in writing to the School Director and must include an anticipated return date and be signed by the student. Failure to return to school as scheduled without prior written notification to and approval from the School Director will result in immediate dismissal. Any refund due will be made within thirty calendar days from the end of an approved leave of absence. The School Director may grant leaves of absence and/or waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. It must be demonstrated by the student that the circumstances had or will have an adverse impact on the student's satisfactory progress in the academic program. No waivers will be provided for graduation requirements. Time for an approved leave of absence will not be included in the calculation of a student's maximum program length.

Dismissal Policy

Excessive absences, unsatisfactory academic achievement or progress, or falsification of information supplied to the school, shall serve as basis of dismissal from a class or from the school.

Withdrawals, Drops, Transfers and or Incomplete

Course withdrawal may result in unsatisfactory progress in the program. The school does not approve incomplete classes. Repeated courses are allowed only if the student fails to meet the passing grade score standards used by the school. If the student fails to meet the minimum passing grade standards in any of the classes, the student is required to repeat the class in order to stay in the coding program.

Probationary Period

If a student receives an unfavorable progress report that is not in compliance with the satisfactory academic progress requirements of the school, the student will be informed in writing of his/her failure to maintain satisfactory academic progress. The student will then be placed on probation for the next module. The student must complete the following module with at least a letter grade of "C" or higher with attendance higher than 70%.

Academic Appeal/Petition

In the event that a student is dropped from the Program for failing to meet the School's standards of academic progress, he or she may appeal the dismissal through a written petition submitted to the School Directors prior to the end of registration. The petition must include an explanation of the verifiable mitigating factors leading to poor academic performance and attest to how the factors have been eliminated or overcome. The petition must also provide any required documentation and include a practical plan for meeting all prerequisites for a return to good academic standing.

Upon approval of the petition the student may enroll for the current academic courses in the

Program with the understanding that all reinstatement conditions must be upheld closely. If continued poor academic performance results in a second dismissal, further reinstatement is not usually approved. Denied petitions may be presented to the School Board of Directors.

If a petition for reinstatement is not completed within 30 calendar days after dismissal, the student must request readmission through standard admission procedures in addition to submitting a petition to the Director.

Cancellation Policy

The following cancellation and refund policy applies to all withdrawal/termination procedures, including those in which the institution terminates a student or determines that a student is no longer enrolled:

The enrollment agreement does not constitute a contract until an official of the school has approved it. If the school does not accept the agreement, all monies paid will be refunded. This includes instances where a class is canceled by the school. The student has the right to cancel the contract without any penalties or obligations, within three business days of signing the enrollment agreement, with a full refund of all monies paid less the registration fee of \$100.00. Cancellation of the contract occurs when the student has submitted via certified or registered mail a written cancellation notice, signed, dated and properly addressed with postage prepaid to the school address shown on the enrollment agreement.

Withdrawal and Refund Policy

The student has the right to withdraw from the program of instruction at any time and obtain a refund. For written Notice of Withdrawal from the program after the fifth business day, tuition will be refunded on pro-rata bases. Monies shall be refunded within 30 days of the date of cancellation, withdrawal, or termination. Withdrawal of the student occurs when the student has submitted via certified or registered mail a written cancellation notice, signed, dated and properly addressed with postage prepaid to the school address shown on the enrollment agreement.

The withdrawal letter must define the last day of attendance which includes the student's last academically related activity. The student must also designate the date of official withdrawal.

The student shall be deemed to have withdrawn from the program of instruction when any of the following occurs:

- (1) The student notifies the institution of the student's withdrawal or of the date of the student's withdrawal, whichever is later.*
- (2) The institution terminates the student's enrollment.*
- (3) The student fails to attend classes for a three-week period. If a student received a loan for tuition, a refund will be made to the lender to reduce the student's loan debt. The refund computation will be based on the last date of student attendance.*

Within 10 days of the day on which the refund is made, the institution shall notify the student in writing of the date on which the refund was made, the amount of the refund, the method of calculating the refund, and the name and address of the entity to which the refund.

The student is not eligible for Refund Tuition:

All of the student's tuition and fees are paid by a third-party organization, such as a Job Training Partnership Act agency, a Regional Occupational Program or Regional Occupational Center, a Private Industry Council, or a vocational rehabilitation program; if the student is not obligated to repay the third-party organization or does not lose time-limited educational benefits. The third-party organization and the institution will have a written agreement, entered into on or before the date the student enrolls, that no refund will be due to the student if the student withdraws prior to completion. The institution will provide a copy of the written agreement to the bureau. Registration Fee is not refundable.

The school will earn tuition on a pro-rata basis. Refunds will be calculated as follows:

Determine the total tuition for the program or course(s).

Divide this figure by the total number of hours in the program or course

The quotient is the hourly charge for the program.

The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction plus the amount.

The refund shall be any amount in excess of the figure derived in step #5 that was paid by the student.

Sample Calculation

The institute offers an 11-course (720 clock hours) program. The program tuition is \$10,200 plus \$75 Registration Fee totaling the amount of \$10,275 for the program. The school qualified the student for a student loan of \$10,200. The student paid \$75 for the Registration Fee and \$350 for books purchased outside the school. If the student withdraws from the program, the following recovery found will be as completion of the program:

% Of Program Attended	Hrs Attend	Week Attended (4hrs per wk)	Hourly Charge \$10,275-\$75=\$10,200 (\$10,200/362hrs=\$28.18/hr)	Tuition Student Owed	Student Tuition Refund Money Returned to the Lender.
10%	37	10	\$1,042.66 (\$28.18x37 hrs)	\$1,042.66	\$9,157.34 (\$10,200-\$1,042.66)
25%	91	23	\$2,564.38 (\$28.18x91 hrs)	\$2,564.38	\$7,635.62 (\$10,200-\$2,564.38)
50%	181	46	\$5,100.58 (\$28.18x181 hrs)	\$5,100.58	\$5,099.42 (\$10,200-\$5,100.58)
60%	218	55	\$6,143.24 (\$28.18x218hrs)	\$6,143.24	\$4,056.76 (\$10,200-\$6,143.24)
75%	272	68	\$7,664.96 (\$28.18x272 hrs)	\$7,664.96	\$2,535.04 (\$10,200-\$7,664.96)

Graduation Requirements

The minimum passing grade for each course is "C." Students must satisfactorily complete all required course work, passed all exams, and paid all fees in full. Upon graduation, students will receive a Medical Coder Specialist certificate in recognition of their achievement.

Code of Conduct

The following behaviors are expected of each student, instructor, and employee of Westchester College of Nursing and Allied Health. The behaviors reflect respect for the dignity and worth of each individual, and the interdependence necessary for the successful implementation of the purposes of the School.

The student/instructor/employee shall:

- Through speech and actions demonstrate respect for others, regardless of gender, ethnicity, age, or religious, moral, political or sexual beliefs.
- Be responsible for his or her own actions, as well as for interactions with faculty, students and staff.
- Maintain confidentiality, at school, relating to his or her employer, coworkers and patient information, and observe the same confidentiality about the school, its students and employees, and Westchester College of Nursing and Allied Health patient records, while at work.
- Demonstrate ability to set and complete individual and group learning goals and objectives, within the frame of the assignment.
- Observe high ethical standards in completion and submission of class-work, in test taking, and in personal interactions.
- Review the American Health Information Management Association (AHIMA) standards of ethical coding and integrate these ethics into school and professional activities.

Payment Policy

Tuition for each course must be paid prior to the beginning of the course(s). If the student has a career training loan, all signed paper work must be submitted to the School prior to beginning the course (s).

Student Records

All student academic records are retained, secured, and disposed of in accordance with local, state and federal regulations. Permanent records are maintained in record form and computer for a minimum of five years, whether or not the student completes the course of study, after the date of the student's graduation, withdrawal, or termination. The institute maintains complete records for each student, including grades, attendance, contracts and instruments of indebtedness. Student academic transcripts, including grades, are available upon written request by the student. Student records may only be released to the student.

Policy for Advanced Placement and Credit for Experiential Learning

Westchester College of Nursing and Allied Health does not offer advanced placement, or credit for experiential learning.

Transfer Credit

The School does not accept transfers of credit from any other institution.

Collection of delinquent tuition accounts

Westchester College of Nursing and Allied Health reserves the right to collect tuition owed for instruction provided to the student, if after making reasonable attempts to collect delinquent tuition owed, the School may consider outside collection agencies to assist in the collection of delinquent tuition owed. "If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you the student."

ESL Statement

All classes at Westchester College of Nursing and Allied Health are conducted in English only. We do not offer any ESL classes.

Student Services

Learning Resources

The institution has a formal tutorial assistance program. Individual assistance is given to students who need additional help in learning.

Libraries

The institution has a library on campus open to students. Students have access to reference texts and materials useful in completing the program of study. Materials are to be used on campus and are available during normal class hours.

Skills Laboratories

The Medical Coding program offers the use of skills labs for the purpose of getting extra practice on material covered in class. These labs are available by request and arranged through the individual instructor.

Academic Counseling

Students are given the opportunity to gain skills in academics, career planning and job placement. The institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance and counseling. Students should contact the Student Counselor, Patricia Johnson. These services are provided on a continuing basis, at no additional charge.

Graduate Placement

Westchester College of Nursing and Allied Health does not guarantee employment to any student upon graduation. Westchester College of Nursing and Allied Health does provide all graduates with assistance regarding placement opportunities, resume preparation, job search assistance and interview counseling and advising concerning job search and job interview techniques. Placement assistance is available to all graduates of the institution. Additionally, Westchester College of Nursing and Allied Health is required under California law to track placement of its graduates for a period of up to 6 months upon completion of their program and to verify placement 2 months after employment. Placement assistance is available to all graduates of the institution. Our Associate Director will assist you in your job search

This assistance consists primarily of educating students in developing the ability to successfully perform these tasks as they begin to seek employment.

- ✓ Preparing resumes
- ✓ Developing job interviewing skills
- ✓ Identifying job position openings
- ✓ Following up with employers after interviews
- ✓ Negotiating wages and benefits
- ✓ Maintaining employment once hired
- ✓ Securing opportunities for advancement once hired
- ✓ Developing and utilizing a network of professional contacts who can aid the job search effort

A successful job search is dependent upon the confidence, willingness, and preparedness of the applicant. Students and graduates are encouraged not to place restrictions on their job search endeavors regarding location, starting salary, and specific benefits. Any employment students or graduates may obtain through the Institute's assistance will, in all probability and likelihood, be an entry-level position.

Throughout their program, students receive instruction on resume preparation, market research techniques and interviewing skills. While in training, students are constantly advised regarding opportunities for job interviews, how to prepare and appear at job interviews, and how to conduct themselves during job interviews. Students compose resumes and letters of introduction. The Institute offers helpful reference sources to assist students in locating firms and geographic areas offering employment opportunities related to their training.

Academic Guidance is available by appointment for students who seek advice regarding their course work and progress. Students requiring counseling should contact the school representative by phone for an appointment.

Student Complaint/Grievance Policy

Westchester College of Nursing and Allied Health is committed to providing quality education in a supportive, democratic environment. The School does not discriminate on the basis of race, color, religion, creed, sex, age, or disabling conditions, in the administration of its educational policies, admissions procedures, or school affiliated programs.

All grade disputes must be made within four weeks of the grade posting date. The student disputing the grade shall initially discuss the issue with the instructor. If the dispute is not resolved through dialogue between the instructor and the student, the student may contact the School Director for assistance.

A student who has a complaint that is not grade-related shall submit the grievance, in writing, to the Administration. The School Director shall review the case and determine the appropriate decision to be taken. This decision shall be made within seven days, upon receipt by the Administration of the student's written complaint.

When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, we urge both students and staff to communicate any problems that arise directly to the individual(s) involved. If the problem cannot be resolved in this manner, the School Director should be contacted. Normally, the informal procedure of "discussing" the difference(s) will resolve the problem. In addition to complaints previously stated and appeals of an academic nature a student has a right to complain to the institution. If a student wishes to file a written complaint, they may do so. All written complaints will be resolved within 10 days and will be sent to the student in writing.

If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Bureau for Private Postsecondary Education. The student may contact the Bureau for further details. Unresolved complaints may be directed to:

Bureau for Private Postsecondary Education
P.O. Box 980818
Sacramento, CA 95798-0818
bppve@dca.ca.gov

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Program Description
Medical Coding Specialist Program

SOC Code 29-2071

CIP Number 0317.050602

The Medical Coding Specialist Program is designed with a combination of classroom instruction and practical hands on training in a work stimulated environment that prepares individuals for career opportunities in the health care industry. The program consists of eleven courses of study (720 clock hours) that prepares graduates for a career as a medical coder. Classes are four, six, eight and twelve weeks in length. In order to receive a certificate, the student must successfully complete all eleven courses of study in the program. The program is offered on campus.

Program Objectives:

Upon graduation a student will be able:

- ✓ Demonstrate An Understanding Of Information Technology Applications In Healthcare
- ✓ Demonstrate Employability Skills
- ✓ Demonstrate Knowledge Of Blood Borne Diseases, Including AIDS
- ✓ Describe The Anatomy And Physiology Of The Human Body
- ✓ Demonstrate Proficiency In The Application Of Medical Terminology
- ✓ Demonstrate An Understanding Of The Fundamentals Of Disease Process In Relationship To The Human Body, Including Pharmacology
- ✓ Demonstrate Proficiency In Use Of ICD And CPT Coding Systems
- ✓ Utilize Medical Coding References
- ✓ Explain The Basics Of Health Information Services
- ✓ Demonstrate Ethical And Legal Principles With Regard To The Use Of Medical Records
- ✓ Demonstrate Computer Skills
- ✓ Demonstrate Safety And Security Specific To Health Information

Program Outline

Course Number	Course Name	Clock Hours
HC 101	Health Care Data Content Structure/Legal/Ethics	48
HC 102	Health Care Delivery Systems	48
HC 103	Medical Terminology	48
HC 104	Human Anatomy and Physiology	64
MC 101	Pathology/Pharmacology	68
HC 105	Introduction to Microcomputers	60
MC 102	Basic & Intermediate ICD-9-CM Coding	96
MC 103	Advanced ICD-9-CM Coding & Reimbursement Methodology	70
MC 104	Basic CPT/HCPCS Coding/Medical Office Procedures	96
MC 105	Intermediate/Advanced CPT/HCPCS Coding & Reimbursement	70
MC 106	Virtual Professional Practice Experience	52
	Total Hours	720

Course Descriptions

HC 101

Health Care Data Content Structure/Legal/Ethics

Students will gain fundamental knowledge of patient and health care record keeping, different types of data, sources, use and users of data. Confidentiality and quality of data will be presented, as well as legal and ethical considerations.

Prerequisite: None

Clock Hours: 48

HC 102

Health Care Delivery Systems

Students will learn the historical development of health care delivery systems. The students will also be introduced to healthcare financing, regulatory agencies and organizations, and treatment technology.

Prerequisite: None

Clock Hours: 48

HC 103

Medical Terminology

Students gain the tools necessary for accurately spelling, pronouncing, and relating the correct medical terms to the structures and functions of the human body, as well as to the major disease processes, diagnostic procedures, laboratory tests, abbreviations, drugs, and treatment modalities.

Prerequisites: None

Clock Hours: 48

HC 104

Human Anatomy and Physiology

Students learn the structures and functions of the human body; to understand homeostasis and the gross and microscopic anatomy and physiology of the cellular, skeletal, muscular, nervous, cardiovascular, respiratory, urinary, reproductive, endocrine, and digestive systems.

Prerequisite: None

Clock Hours: 64

HC 105

Introduction to Microcomputers

Students are introduced to the concepts of computer technology related to health care and the tools and techniques for collecting, storing and retrieving health care data. They receive a basic overview of databases, spreadsheets, word processing, calendaring, and communication and presentation software.

Prerequisites: None

Clock Hours: 60

MC 101

Pathology/Pharmacology

Students gain knowledge of the pathologic processes affecting the organs and tissues of the human body. Emphasis is placed on etiology, pathogenesis, pathology, clinical features, therapy, pharmacology, and prognosis of diseases.

Prerequisites: HC 103 and HC 104

Clock Hours: 68

MC 102

Basic & Intermediate ICD-9-CM Coding

Students develop an understanding of coding and classification systems in order to assign valid diagnostic and/or procedural codes. The course will include the validation of coded clinical information and case mix/severity of illness data.

Prerequisites: HC 103/HC 104 and MC 101

Clock Hours: 96

MC 103

Advanced ICD-9-CM Coding & Reimbursement Methodology

The student will be challenged by more complex diagnoses and procedures and to apply their mastery of coding skills to learning the principles and philosophy of coding logic. The student will choose the best codes based upon knowledge of coding guidelines, as well as understanding of medical terminology, human anatomy and physiology, and the entire regulatory and reimbursement environment in which the Health Information Management professional must work.

Prerequisites: HC 103/HC 104/HC105 and MC 101/MC 102

Clock Hours: 70

MC 104

Basic CPT/HCPCS Coding/Medical Office Procedures

The general principles of CPT and HCPCS coding systems are introduced to the student. The class will cover the historical background, structure and organization of the systems, and the application of coding and regulatory guidelines, documentation, and basic components of healthcare documentation of the medical office. The class will include basic ambulatory coding concepts, higher-level examples of CPT/HCPCS coding, and an overview of reimbursement methodologies

Prerequisites: HC 103/HC 104/HC105 and MC 101/MC 102

Clock Hours: 96

MC 105

Intermediate/Advanced CPT/HCPCS Coding & Reimbursement

Students are introduced to principles of the classifications of evaluation and management services and documentation guidelines. The course will cover higher levels examples of CPT/HCPC coding assignments and overview of APCs/RBRVS/ASC reimbursement methodology. Students are exposed to computerized encoding systems including, logic based encoding software and automated codebook software systems.

Prerequisites: HC 103/HC 104/HC105 and MC 101/MC 102/MC 104

Clock Hours: 70

MC 106

Virtual Professional Practice Experience

This course simulates responsibilities a coding professional may be required to perform on the job. The student applies the competencies learned in the program by coding from Inpatient, Ambulatory, ER, Ancillary, and Physician patient medical records. The student uses either codebooks or the 3M software encoder. The student completes a series of project reports on various topics related to the program competencies including Coding Compliance in the Physician Office prior to a summary assessment. Coding specialist (CCS, CCS-P) speakers will conduct review presentations either pre-recorder or live. The course is focused on building speed and accuracy using paper and scanned medical records.

Prerequisites: HC 101/HC 102/HC 103/HC 104/HC 105 and MC 101/MC 102/MC 103/MC 104/MC 105

Clock Hours: 52

Program Schedules

To accommodate the working student, the school has two separate program schedules with lengths of 60 and 68 weeks, respectively.

Program Schedule	Length	Schedule
Schedule 1	60 weeks	One Weekday(s) and Saturdays
Schedule 2	68 weeks	One Weekday(s) and Saturdays

Hours of Instruction

14 – Month Program

8:00a.m. – 4:30 p.m. Saturday

6:00 p.m. - 10:00 p.m. Monday

6:00 p.m. – 10:00 p.m. Wednesday

Class meets three times a week

* The days are subject to change

18 - Month Program

8:00 a.m. – 4:30 p.m. Saturday

6:00 p.m. – 10:00 p.m. Tuesday

Class meets two times a week

Class Schedule Weekday(s)

Class 6:00 p.m. to 7:50 p.m.

Break 7:50 p.m. to 8:10 p.m.

Class 8:10 p.m. to 10:00 p.m.

Class Schedule Saturday

Class 8:00 a.m. to 9:50 a.m.

Break 9:50 a.m. to 10:10 a.m.

Class 10:10 a.m. to 12:00 p.m.

Lunch 12.00 p.m. to 12:30 p.m.

Class 12:30 p.m. to 2:20 p.m.

Break 2:20 p.m. to 2:40 p.m.

Class 2:40 p.m. to 4:30 p.m.

Clock Hour Definition

A clock hour is 50 minutes of instruction. Students are entitled to 10 minutes of break for each hour of instruction.

Office Hours

8:30 a.m. to 5:30 p.m. Monday through Friday

The school makes every effort to ensure an administrator is on the premises evenings until 8:00 p.m.

2012 Legal Holidays

New Year’s Day	January 1 st	Independence Day	July 4 th
Martin Luther King Day	January 16 th	Labor Day	September 3 rd
President’s Day	February 20 th	Thanksgiving Day	November 22 nd
Good Friday	April 6 th	Friday after Thanksgiving	November 24 th
Winter Holidays will last from December 16 th 2012 until January 2 nd 2013			

Institution Ownership

Westchester College of Nursing and Allied Health is a for-profit corporation incorporated in California.

Staff and Faculty Listing

Graciela Galvan	School Director
Vanessa Galvan	Assistant School Director
Sandra Villalobos	Administrative Assistant
Olivia Galvan	Finance Officer
Jessie Wang	IT Officer
Patricia Johnson	Student Councilor

Instructors and Qualifications

Patricia Johnson	R.N.
Graciela Galvan	R.H.I.A., C.C.S., C.P.C, ICD-10-CM PCS Trainer
Jonathan Carlos	M.D. University of Manila
Robin Kacey	C.C.S.
Genise Burgess	R.H.I.T.
Liana Vysotskaya	C.C.S., C.P.C-H, C.D.D.S, ICD-10-CM PCS Trainer

Fee Schedule

Registration Fee:	\$125.00
Cost of Books:	\$900.00 (subject to change)
Program Tuition:	\$11,975.00
Total Cost	\$13,000.00

School Catalog Receipt

I have received a copy of the school catalog that contains the rules, regulations and costs for the specific course in which I have enrolled.

Print Name:
Signature:
Social Security or Dr License Number:
Enrolled by:
Date