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المركز الدولي للاستشارات الطبية Al Dawli Health Consultations Center



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Medical Coding Diploma

Accredited program by Nottinghill College, London, UK

- Introduction to International Classification of Diseases (ICD).
- Structure ,guidelines and conventions of (ICD).
- Implementation Considerations for (ICD).

The Medical Coding Program presents a comprehensive overview of the significant changes in both diagnostic and procedural coding & detailed information on the impacts of those changes to medical coders, healthcare staff, physicians, software systems, documentation, and information technology.



Duration

12 weeks full-time, 15 weeks part-time

For more information

<http://www.cme4uae.com>

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**Al Dawli
Health Consultations Center
Accredited Course Provider
by
Notting Hill College-London-UK**

**MEDICAL CODING
DIPLOMA**



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Program General Information

Program Title: -

Medical Coding Diploma

Program level

Professional certificate diploma

Credits earn

24 credit hour

Duration

12 week full-time, 15 weeks part-time

Clock hours

1 credit hour equal to 1 contact hour theory, 1.5 contact hour lab skills

Class Hour

5 lecture per week, 15 contact hours weekly

Actual fees

5000 AED

Delivery format

Class-room based classes, lab sessions and practical

No of students enrolled in the last academic year

NA

Program Marketing

Target students

Individuals seeking employment in the field of Medical Billing and Insurance Coding.

Marketing Strategy

Advertisement at "newspapers, website, etc", brochures, flayers and direct contact to the hospitals and health care facilities.

Program Admission

Minimum number of student per class

3 students

Maximum number of student per class

10 students

Enrolment procedures

Step 1: Complete the Application Form.

Step 2: Send application form together with the following items:

- Registration fees 250 AED
- Copies of your highest academic certificate and transcripts
- Copy of your passport
- 2 recent passport-sized photographs

Step 3:

Fees: can be paid by bank draft, cheque, bank transfer or cash in UAE Dirham's.

Deposits: Once you have received acceptance letter student are required to pay a deposit to reserve a place on the course. The deposit is applied towards tuition fees and is non-refundable except in case of course schedule time is changed by the center.

Early Payment Discounts: We have introduced Early Payment Discounts to help those applicants who need to plan ahead. If the students have been accepted onto a course and wish to receive this discount all he/she have to do is pay the course full amount and will then be guaranteed a reduction of 10% on the total tuition fees.

Installment Scheme: fees can be paid in two installments: 50% deposit before the beginning of the course, 50% before the second month.

Refunding policy

Refunds payable are subject to the following guidelines:

- Registration Fee:** The Registration Fee is non-refundable except under the following circumstances: A 100% refund of AED 250 will be provided where an offer of admission is withdrawn; where we cannot deliver a unit/course.
- Tuition Fees:** Tuition fees are non-refundable except under the following circumstances:
 - A 100% refund of tuition fees will be provided where an offer of admission is withdrawn; where we cannot deliver a unit/course.
 - A 50% refund of tuition fees will be provided where a student provides notification of withdrawal from a course/unit by submitting a completed and signed copy of the Change of enrolment/Withdrawal form to the Office within the first two weeks of the semester/trimester. Where a student withdraws from the course/unit after the second week of the semester/trimester, there will be no refund of tuition fees except as defined above. Where a student is required to withdraw from the university as a result of academic misconduct or violation of the Code of Conduct, all tuition and other fees remain payable without refund.



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Complaint Procedures

Our aim is to deal with any problems and difficulties quickly and fairly. We will do this by monitoring all complaints and suggestions to help us identify what is going wrong and how we can improve and by having a system which:

1. is easily accessible and well publicized.
2. is simple to understand and use.
3. is speedy, with established time limits for action, and keeps people informed of progress.
4. provides information to management so that services can be improved.

Our complaint procedures cover all aspects of our services including:

- the registration and provision of information.
- our services
- advice on company issues, and
- our general support of customers.

Our staff will do all they can to resolve the difficulty. If our staff fails to satisfy your concerns then please contact our Executive Director, at our main office. Mrs. Rania Alassam, Executive Director, Email: ralassam@aldawlihcc.com , or you may write to the CEO in our Main Office

Attendance policy

Students are expected to attend and fully participate in all classes. 80 percent attendance will be required in each course registered, or the student will be given "I" or an incomplete status in the official grade form and must repeat that particular course. If the student's absence reaches ten percent of the total scheduled lectures in individual subjects, he/she will be issued a first probation. If a student's absence record reaches 15 percent, s/he will be given a second probation, and if the student's absence reaches 20 percent, he/she will receive an "F" grade

Certificate procedures

A total of 24 Credits are required to graduate from the Program after passing the final exam of each course with minimum of 60%

Program mission

The Medical Coding and Billing program is designed to teach students the skills and knowledge for employment in a variety of healthcare settings as an entry-level medical biller/coder who performs insurance processing and medical coding functions.

The student learns how to analyze health records, prepare bills, complete insurance forms correctly, and assign codes to appropriately determine medical billing.



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Program Objectives

This program provides students with a working knowledge of basic medical coding and billing skills, medical terminology, anatomy and physiology, human diseases pharmacology, insurance claims processing, and coding systems.

To correctly process and fill out medical forms, understanding of human anatomy and physiology. In addition to these skills, billers and coders are expected to be able to perform office tasks, and must have strong organizational skills as well as familiarity with scheduling and financial tasks.

Program prerequisite

Basic knowledge in administrative work as well will as experiences in computer applications

Specific Courses Pre-requisite

High Secondary school Certificate

Program Content (Courses)

Course No	Course Title	Contact Hour		Credit hour
		T	P	
MC-001	Anatomy and Physiology for Mechanical Structures	2		
MC -002	Anatomy and Physiology for Visceral Structures	2		
MC -003	Introduction to Medical Coding	3		
MC -004	Medical Records Management	2		
MC -005	CPT Coding for Medical Office Applications	2		
MC -006	CPT Coding for Hospital Applications	2		
MC -007	Medical Office Management	2		
MC -008	Medical Coding/ICD-9 Codes	2		

* T= theory, P=practical

1. **Anatomy and Physiology for Mechanical Structures**

This course must be designed to teach the structure and function of the human body. The systems studied in this class must include; the integumentary system, skeletal system, muscular system, and nervous system. This course must introduce students to the language of medicine as it relates to these systems. Basic computer knowledge and the touch system of keyboarding must also be covered in this course.

2. **Anatomy and Physiology for Visceral Structures**

This course must include instruction on the structure and function of the human body. The systems studied in this class must include; the endocrine system, circulatory system, respiratory system, digestive system, urinary system, and reproductive system. This course must introduce students to the language of medicine as it relates to these systems. Basic computer knowledge and the touch system of keyboarding must also be covered in this course.

3. **Introduction to Medical Coding**

This course must be designed to provide students with a foundation of medical coding by integrating the basic concepts of disease classification and medical office coding with anatomy and physiology concepts. The keyboarding application section of this course must introduce and help to develop computer and information processing. This course must also be designed to instruct students in how to keyboard using the touch system and how to improve keyboarding skill and accuracy.

4. **Medical Records Management**

This course must explain how to develop, evaluate, and implement a medical billing and record system used in a typical medical office compliant with the Health Insurance Portability and Accountability Act (HIPAA). This course must also introduce the management, legal and compliance requirements and responsibilities of a medical office. The keyboarding application section of this course must introduce and help to develop computer and information processing skills.

5. **CPT Coding for Medical Office Applications**

This course must provide instruction in the coding rules for Current Procedural Terminology (CPT) and the Healthcare Common Procedure Coding System (HCPCS) and explain how to apply the rules to correctly code patient services related to a medical office environment.

6. **CPT Coding for Hospital Applications**



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This course must offer instruction in the coding rules for Current Procedural Terminology (CPT) and the Healthcare Common Procedure Coding System (HCPCS) and explain how to apply the rules to correctly code patient services related to a hospital environment.

7. Medical Office Management

This course must be designed to prepare students for front office management duties by providing instruction on information processing, telecommunications, and mail technology.

8. Medical Coding/ICD-9 Codes

This course must offer instruction in the rules for disease classification (ICD-9) coding and how to apply the rules in coding patient diagnoses. Coursework must include an introduction to a series of lectures and discussions that concentrate on developing habits of personal success. Emphasis must be placed on assessing qualifications; developing a job search network; preparing résumés, cover letters, and applications; and using successful interviewing strategies and follow-up skills.

Faculty teaching Qualifications

Al Dawli employs competent faculty members qualified to accomplish the mission and goals of the program. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline. The institution also considers competence, effectiveness, and capacity, including, as appropriate, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.

Faculty teaching general education courses at the diploma/course/certificate should have a minimum of master's degree in the teaching discipline.

Class room technology

Al Dawli Class room are equipped with an instructor's laptop connected to 50 inch plasma TV, a portable LCD projector, White broad "240x120 cm", Computer lab contain 5 desktop. The Center connected with high speed network as well as wireless system.

Competencies developed during the learning process

A diploma in medical coding focus is primarily on how to process healthcare claims, medical records, and the accurate coding of medical and surgical procedures using proper terminology, in addition to software systems used in the field. Typical coursework includes medical office administration, anatomy, physiology, coding and medical terminology. The curriculum must cover



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medical billing systems, fundamentals of anatomy and physiology, HIPAA regulations, and medical terminology in addition to industry-standard coding systems and rules (CPT, HCPCS).

Teaching methodology

Different teaching methodologies are used according to course content and outcomes such as:- Traditional teaching methods (lectures – presentation), Problem based learning (PBL), Team based learning (TBL), Laboratory practice, Training application.

Language of instruction

English language

Recommended references (if applicable)

1. Medical Coding Workbook for Physician Practices & Facilities 2011-12 Edition [Paperback] Cynthia Newby (Author)
2. Basic ICD-9-CM Coding 2011 Lou Ann Schraffenberger (Author)
3. Medical Coding : What It Is and How It Works Patricia Aalseth (Author)
4. ICD-9-CM Coding Handbook 2009, with Answers (ICD-9-CM Coding Handbook (W/Answers)) Faye Brown (Author)
5. ICD-9-CM Coding Handbook, with Answers, 2010 Revised Edition (ICD-9-CM Coding Handbook (W/Answers)) Faye Brown (Author), Nelly Leon-Chisen (Editor)
6. ICD-9-CM Expert for Hospitals, Volumes 1, 2 & 3--2010 Edition: Full Size Ingenix (Author), Anita C. Hart (Editor)
7. ICD-9-CM Standard for Hospitals 2011: Volumes 1, 2 & 3 Softbound (Icd-9-Cm Professional for Hospitals Ingenix (Author, Editor)