CALIFORNIA COMMUNITY COLLEGES

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PROGRAM APPROVAL APPLICATION
NEW or SUBSTANTIAL CHANGE or LOCALLY APPROVED
(This application may not exceed 3 pages)

Fill In Form

Medical Coding Assistant Proposed Program Title	8/1/2016 Projected Program Start Date
Glendale Community College College	Glendale Community College District District

Contact Information

Jan Swinton Voting Member	Dean, Workforce Development Title
818-240-1000 ext 5158 Phone Number	Jswinton@glendale.edu Email

Goal(s) of Program (Check all that apply):

X Career Technical Education (CTE)   X Transfer   ☐ Other

Type of Program (Check all that apply):

☐ Certificate of Achievement 12-17 (or 17-27 quarter) units   ☐ Certificate of Achievement 18+ semester (or 27+ quarter) units

☒ Associate of Science Degree   ☐ Associate of Arts Degree

Reason for Approval Request (Check One):

X New Program   ☐ Substantial Change   ☐ Locally Approved

Program Information

1223.10	Recommended Taxonomy of Program (TOP) Code
36	Units for Major-Degree
68	Total Units for Degree
36	Required Units-Certificate

Written Form

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1. **Insert the description of the program as it will appear in the catalog. (See PCAH pp. 142 and 170)**
   The Medical Coding Assistant program prepares students for a position as a medical coder in an acute care hospital, clinic or physician's office, long-term care facility, and other health care settings. Students gain competencies in the application of biomedical knowledge and legal, ethical, and medical standards, the communication and analysis of statistical data and in planning and implementation of clinical informational and data systems. Coders ensure that valid codes are applied to medical diagnoses and procedures per coding classification guidelines and facilitate reimbursement, analyze patient outcomes, and medical research.

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2. **Provide a brief rationale for the program.**

The Medical Coding Assistant program goal is to prepare students for a position as a medical coder in an acute care hospital, clinic or physician's office, long-term care facility, and other health care settings. Students gain competencies in the application of biomedical knowledge and legal, ethical, and medical standards, the communication and analysis of statistical data and in planning and implementation of clinical informational and data systems. Coders ensure that valid codes are applied to medical diagnoses and procedures per coding classification guidelines. They facilitate reimbursement, analyze patient outcomes, and medical research. Due to the breadth of this multidiscipline program, required by the industry, and AHIMA accreditation, a higher number of units is required for this program

3. **Summarize the Labor Market Information (LMI) and employment outlook (including citation for the source of the data) for students exiting the program. (See PCAH pp. 85-88, 136, 147, 148, 165, 168, and 176)**

According to the U.S. Bureau of Labor Statistics (BLS), job prospects should be "very good" for medical billing and coding specialists, which are included under the broader category of medical records and health information technicians. BLS projections indicate that employment of professionals in this field will increase 22% between 2012 and 2022, which is much faster than the average for all occupations.* The BLS attributes this growth to an increase in the use of electronic medical records, the health problems associated with an expanding elderly population and the rising number of medical treatments, tests and procedures being performed today. As noted in the BLS Occupational Outlook Handbook, technicians with a solid understanding of relevant computer software and technology will be in demand. According to the labor market information, California Occupational Guide, these jobs are expected to increase by 19.0 percent, or 19,900 jobs projected between 2012 and 2020 in California. Further, in Los Angeles County, these jobs are expected to increase by 22.3 percent, and 6,040 jobs are projected between 2012 and 2020.

1. **List similar programs at other colleges in the Los Angeles and Orange County Region which may be adversely impacted. (There is space for 10 listings, if you need more, please contact laocrc@sccollege.edu)**

College	Program	Who You Contacted	Outcome of Contact
East Los Angeles College	Health Information Coding Specialist	Monica Thurston	Positive
Saddleback Community College	Health Information Technology	Safia Mamoon	Positive

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2. **List all courses required for program completion, including core requirements, restricted electives and prerequisites. (There is space for 20 listings, if you need more, please contact laocrc.sccollege.edu).**
   (See PCAH pp. 143 and 171)

Courses	Course Number	Course Title	Units
Medical Office Administration	MOA 180	Electronic Health /Medical Records	3.0
Medical Office Administration	MOA 182	Medical Terminology	5.0
Health Information Technology	HIT 196	Med Insurance and Reimbursement	4.0
Health Information Technology	HIT 184	Health Care Delivery Systems	2.0
Medical Office Administration	MOA 183	Medical Billing and Coding	4.0
Health Information Technology	HIT 182	Legal Aspects of Health Care and Ethics	3.0
Health Information Technology	HIT 193	Current Procedural Terminology	3.0
Health Information Technology	HIT 194	International Classification of Diseases (ICD) Clinical Modification (CM) Version 10	3.0
Health Information Technology	HIT 195	International Classification of Disease (ICD) Procedure Coding System (PCS) Version	3.0
Biology	Bio 114	Human Form and Function	3.0
Business Administration	BUSAD 050	Coding Internship	3.0

3. **Include any other information you would like to share.**

The total number of certificates awarded for Medical Billing and Coding between 2011-2014 was 74. The total number of certificates awarded for Dental Front Office/Billing & Coding between 2011-2014 was 30. These numbers represent the highest number of certificates awarded are the third highest in the college and some of the highest within the Business Division. The number of certificates awarded reflects strong student interest in the administrative medical field. The Business Division recently archived its Medical Transcription program due to industry changes requiring the use of electronic medical records. This program is designed to fill that need. Counselor feedback indicates that students are interested in pursuing more advanced options beyond the certificates listed above. This correlates with instructor feedback received from students who are already working in the medical field but who wish to pursue a different certificated focus in the administrative medical field. Often these students wish to grow academically and professionally. As a result of changes to federal laws, students are now becoming more interested in the field of health information. Students' interest is determined by the fact that we have been able to fill classes with students although we have never marketed our existing courses.