

Medical Coding Certificate

PROCEDURES AND REQUIREMENTS FOR ADMISSION

Before June 15, applicants must meet all the requirements listed below to be considered eligible for acceptance into the Medical Coding Certificate program.

1. Submit a WSCC application to the Admissions Office and meet all the general admission requirements for the college. Applications will be accepted until June 15 for Fall admission. Applications received after June 15 will be considered on a space available basis only.
2. Submit a program application to the Medical Coding Certificate Program Director before June 15. Attach a signed acknowledgement of having reviewed the WSCC drug testing policy (see policy at <http://www.wallacestate.edu/drugs/index/.html>).
3. Arrange an interview with a Medical Coding Certificate Program Advisor before admission into the program. Failure to do so before June 15 will result in withdrawal of the application.

The following must be sent to BOTH the Admissions Office and the Medical Coding Certificate Program Director before June 15:

1. Submit COMPASS test scores. The Medical Coding Certificate program requires a minimum score of 76 on the Reading examination part of the test. The test must be taken within 3 years of the planned program entry date.
2. Submit all official college transcripts and official high school transcripts or proof of GED. All applicants must:
 - A. Possess a minimum 2.0 GPA on a 4.0 scale with a grade of "C" or better on all general required pre-HIT courses. Grade point average is calculated using only HIT major and HIT general education courses.
OR if no previous college work
 - B. Possess a minimum 2.0 GPA on a 4.0 scale for high school work (GED acceptable in lieu of high school transcript).

Official transcripts must be submitted to the Admissions Office and copies are acceptable for HIT Program Director.

SELECTION AND NOTIFICATION FOR MEDICAL CODING CERTIFICATE PROGRAM

1. The Medical Coding Certificate Program admits one class annually in the fall. Students will be admitted to program courses during the fall semester only.

2. Admission to the Medical Coding Certificate program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimal requirements does not guarantee acceptance.
3. Students that meet the application deadline are selected on the basis of GPA.
4. Program applications will be reviewed for completion of program admission requirements. Written notification of the outcome of each application will be mailed to the student at the address provided on the application.
5. Students selected must respond, confirming their intent to enroll within ten (10) days of the postmarked date of the acceptance letter. A student who fails to respond will forfeit his/her place in the class.
6. Students selected for acceptance must attend the mandatory orientation session (or view and listen to the online version). All students must score 100 on the post-orientation exam posted in the HIT/Medical Coding Certificate Student Center. Failure to do so will result in forfeiture of their space in the class, resulting in administrative withdrawal of the student from all Medical Coding Certificate classes.
7. Selected students, at the request of the Professional Practice Course instructor (Clinical Coordinator), must submit:
 - Documentation of recent physical exam on the proper program issued form
 - Mantoux (2-step) TB skin test results and proof of required vaccinations and at least the second of three Hepatitis B vaccinations
 - Valid CPR certification – only CPR courses designed to certify health care providers is accepted
 - Copy of current health insurance card. (Health insurance coverage is required by some clinical agencies; not having health insurance may limit your placement).
8. Selected students must carry accident and malpractice insurance, available through the College at the time of registration for program classes.