DALLAS COLLEGE

GUIDED PATHWAY: MEDICAL FRONT OFFICE MEDICAL CODER CERTIFICATE

HEALTH SCIENCES CAREER PATH

For more information, visit the Dallas College Medical Front Office webpage [www.dcccd.edu/MedFrontOffice] and your academic advisor at the Brookhaven Campus.

This is an example course sequence for students interested in pursuing the Medical Front Office Medical Coder Certificate. It does not represent a contract, nor does it guarantee course availability. Following this pathway will help you earn a Level I Certificate in Medical Front Office Medical Coder Certificate. Students must earn at least 25% of the credit hours required for graduation through instruction by Dallas College. See catalog for official certificate requirements.

The Medical Coder Certificate Program provides training in medical terminology, anatomy and physiology, electronic health records, legal and ethical standards in health care, as well as coding and insurance procedures. Upon program completion, students will have the technical skills needed to enter the healthcare market as an entry-level medical coder in a variety of health care settings. This certificate also provides a foundation to prepare for the national certification exams.

Students pursuing this certificate are waived from the Texas Success Initiative (TSI) standards, but must meet course prerequisites, as long as the student completes the TSI waiver form prior to enrollment.

Catalog Year	2020-2021 You may use this pathway if you entered Dallas College on or before this date.
Degree Type	Level I Certificate
GPA Requirement	Student must earn a GPA of 2.0 or higher
TSI	May be Exempt

SEMESTER-BY-SEMESTER MAP FOR FULL-TIME STUDENTS

All plans can be modified to fit the needs of part-time students. This is not an official degree plan. See catalog for official certificate requirements.

CERTIFICATE MINIMUM: 32 SEMESTER CREDIT HOURS

PREREQUISITES   Total Hours: 10

POFI 1301 – Computer Applications I *Must select from specific section for Medical Front Office program. See your academic advisor for a specific list.*
MDCA 1313 – Medical Terminology
MDCA 1409 – Anatomy and Physiology for Medical Assistants

> *PREREQUISITE SEMESTER ACTION ITEMS*
> 1. Meet with your advisor to confirm academic and career goals before the end of the semester.
> 2. Meet with a career advisor or coach to research your career options and opportunities for job shadowing.

SEMESTER 1   Total Hours: 9

HITT 1301 – Health Data Content and Structure
HITT 2371 – Pathophysiology and Pharmacology
HITT 1341 – Coding and Classification Systems

> *SEMESTER 1 ACTION ITEMS*
> 1. Meet with your advisor to request an official program of study audit and confirm or update your academic/career path and program of study.

SEMESTER 2   Total Hours: 8

HITT 1253 – Legal and Ethical Aspects of Health Information
HITT 1311 – Health Information Systems

HITT 1342 – Ambulatory Coding

SEMESTER 2 ACTION ITEMS
1. Meet with a career advisor or coach for assistance in preparing for job search.

SEMESTER 3   Total Hours: 5

HITT 2335 – Coding and Reimbursement Methodologies
HITT 2246 – Advanced Medical Coding

SEMESTER 3 ACTION ITEMS
1. After reviewing your degree plan and program of study, meet with your advisor to apply for the Medical Front Office Medical Coder Certificate.
2. Sign up for commencement.
3. Join the Alumni Network

PATHWAY TOTAL: 32 SEMESTER CREDIT HOURS