

MEDICAL CODING CERTIFICATION (MC) PROGRAM APPLICATION INSTRUCTIONS

Thank you for your interest in the **Medical Coding (MC) Program** offered through Delgado Community College, City Park Campus.

PROGRAM INFORMATION:

- Limited admissions program
 - Accepts one class (cohort) of no more than 20 students to start each year in January.
- The program is a three-semester part-time commitment
- Classes are online using Canvas Learning Management System and/or Zoom class meetings.

PROGRAM ELIGIBILITY:

- Submitted a “COMPLETED” application to the Allied Health Admissions Office no later than October 1
- Major must be listed as Pre-CAS Medical Coding
- A cumulative grade point average (GPA) of 2.0 or better in pre-requisite pertinent program courses
- Completion of required pre-requisite courses with a grade of “C” or better prior to program entry date (January). This includes the prerequisites HEIT 201 Introduction to Health Care Information Systems and HEIT 203 Basic Pathophysiology/Pharmacology. **(successfully completing these courses during the fall semester prior to program entry is acceptable).**
- **Must meet all physical/technical standards (see separate form) and** Complete the Acknowledgment of Physical/Technical Requirements Form
- Completion of written interview questions and Memorandum of Understanding after the attendance at the Mandatory Orientation Meeting.

APPLICATION PROCESS

Step	Date	Date(s) of Action
<u>1</u>	Submit Completed Application to Allied Health Admissions Office Bldg 4 Room 312 or Mail to Allied Health Admissions Office 615 City Park Ave – Bldg 4 Room 312, New Orleans, LA 70119 *Submit application at this time even if you are completing the last of the required prerequisites in the Fall Semester.	<u>No later than October 1</u>
2	Application Reviewed by Staff	2 nd week October
3	Applicants notified of postponement or acceptance into the Medical Coding Program via email as listed in LOLA	2 nd or 3 rd week October
<u>4</u>	Attend Mandatory Orientation Meeting (it will be assumed that you no longer interested in the medical coding program is you do not attend mandatory orientation. Written interview questions and Memorandum of Understanding completed at face to face or emailed for Zoom attendees	<u>Fourth Tuesday face to face or Fourth Thursday (Zoom) in October at 3:00pm</u>

STUDENT ACCEPTANCE PROCESS

1	Applicants send acceptance to Program Director via email	First week of November
2	Registration office must be notified of student's program admittance – Student status changed to “in-program” status which will allow student to register for Medical Coding Program Courses	Second week of November
3	Student's register for Program classes.	Starting third week of November
4.	Students start program	January Semester

MEDICAL CODING PROGRAM ESTIMATED PROGRAM COSTS

Semester	Course	Books/Other	Estimated Costs – Based on New
Tuition	Based on current fees	https://catalog.dcc.edu/content.php?catoid=35&navoid=4921#tuition	
Semester #1	HEIT 103 HEIT 123 HEIT 125	Books AAPC Student Dues	\$700 \$90
Semester #2	HEIT 110	Books	Use books from previous semester
Semester #3	HEIT 127 HEIT 141	Books Book and VLab	Use books from previous semesters \$275
TOTAL			\$1065

*** Book costs are subject to change each semester***

Delgado Community College assures equal opportunity for all qualified persons without regard to race, religion, sex, national origin, age, disability, marital status or veteran's status in the admission to, participation in, or employment in the programs and activities of the college.