

Docket Item:

Community College Approval: Clackamas Community College, Certificate of Completion in Medical Billing and Coding, within 51.0713, Medical Insurance Coding Specialist/Coder.

Summary:

Clackamas Community College proposes a new Certificate of Completion in Medical Billing and Coding. Higher Education Coordinating Commission (HECC) staff completed a review of the proposed program. After analysis, HECC staff recommends approval of the degree as proposed.

Staff Recommendation:

The HECC recommends the adoption of the following resolution:

RESOLVED, that the Higher Education Coordinating Commission approve the following degree: CCo in Medical Billing and Coding.



Clackamas Community College seeks the Oregon Higher Education Coordinating Commission's approval to offer an instructional program leading to a Certificate of Completion in Medical Billing and Coding.

Program Summary

Looking for a career in healthcare but don't want to give injections or draw blood? Work with physicians and help patients in the front office with the Medical Billing and Coding certificate from Clackamas Community College.

Medical Coders analyze the doctor's documentation using specific guidelines to determine the correct codes for billing the doctor's services. The insurance biller will apply healthcare laws to create and submit the claims for the doctor's work. The insurance biller will work with the insurance companies and patients to track the claims through payment of services rendered.

The work of the coder and insurance biller can produce prompt and proper payments to your doctor and lower their costs by applying current health insurance regulations and practices to healthcare billing, coding and reimbursement. After completing this program, students will be exposed to the knowledge to prepare them to sit for the national certification exams through the AAPC Certified Professional Biller (CPB) and Certified Professional Coder (CPC).

1. Describe the need for this program by providing clear evidence.

<https://www.medicalbillingandcoding.org/salary> Employment of medical records technicians and health information technicians, which includes medical billing and coding specialists, is expected to grow 13% between 2016 and 2026, according to the U.S. Bureau of Labor Statistics (BLS)
<https://www.bls.gov/ooh/Healthcare/Medical-records-and-health-information-technicians.htm#tab-6> Medical Billing & Coding falls under the heading of Medical Records and Health Information Management. <https://www.bls.gov/ooh/Healthcare/Medical-records-and-health-information-technicians.htm>

2. Does the community college utilize systemic methods for meaningful and ongoing involvement of the appropriate constituencies?

This program would expand the college's constituencies. Given the new career paths it also enables existing students another option of a contiguous program that has a solid job market for them. Should they combine this new program with an existing medical certificate (ex, Medical Assistant), they become highly marketable and in demand.

3. *Is the community college program aligned with appropriate education, workforce development, and economic development programs?*

The program is structured to give well rounded instruction in Insurance Billing and Medical Coding to pass the certification exam (CPC or CPB through the AAPC) by the end of the 3 terms of work. Several healthcare employers/managers have been surveyed and indicate they are hiring for these positions. The certification is a large part of what they are looking for in a new employee.

4. *Does the community college program lead to student achievement of academic and technical knowledge, skills, and related proficiencies?*

The program is set up for a 3 term course of study where the students will have an option of (a minimum of) 2 career paths: Medical Billing and Medical Coding. This program will prepare them to sit for the AAPC National certification exam in Medical Billing (CPB) and/or Medical Coding (CPC) (certification exams are an additional cost paid to the AAPC). If they add one or both of these certifications to another medical certification (ex, Medical Assistant), it greatly improves the students' marketability.

5. *Does the community college identify and have the resources to develop, implement, and sustain the program?*

There are 3 pre-requisites for this program: WR-121 English Composition, MA-110 Medical Terminology, and, MTH-060 Algebra I OR MTH-098 College Math Foundations. These courses already exist at the college and there should be no additional costs involved. The courses will use existing resources: the instructor is already part-time faculty at the college. There is already a computer lab and available classrooms for the program.

Assurances

Clackamas Community College has met or will meet the four institutional assurances required for program application.

- 1. *Access.*** The college and program will affirmatively provide access, accommodations, flexibility, and additional/supplemental services for special populations and protected classes of students.
- 2. *Continuous Improvement.*** The college has assessment, evaluation, feedback, and continuous improvement processes or systems in place. For the proposed program, there will be opportunities for input from and concerning the instructor(s), students, employers, and other partners/stakeholders. Program need and labor market information will be periodically re-evaluated and changes will be requested as needed.
- 3. *Adverse impact and detrimental duplication.*** The college will follow all current laws, rules, and procedures and has made good faith efforts to avoid or resolve adverse *intersegmental* and *intra*segmental impact and detrimental duplication problems with other relevant programs or institutions.

4. *Program records maintenance and congruence.* The college acknowledges that the records concerning the program title, curriculum, CIP code, credit hours, etc. maintained by the Office are the official records and it is the college's responsibility to keep their records aligned with those of the Office. The college will not make changes to the program without informing and/or receiving approval from the Office.