

# Healthcare Documentation and Transcription Specialist Certificate

The emergence of the electronic health record is modifying the professional role of medical transcriptionist. As a result, the healthcare industry is acknowledging a new professional title for medical transcriptionist to be that of healthcare documentation specialists are professionals who transcribe medical reports, edit medical reports produced by speech recognition technology, and perform quantitative and qualitative analysis of health record documentation. The end-goal of all work performed by healthcare documentation specialists is to ensure complete, accurate, timely, and compliant healthcare documentation as a means to support quality care and patient safety.

To perform the various types of duties previously outlined, healthcare documentation specialists must possess knowledge in biomedical science, medical language, information technology, and healthcare delivery. The Healthcare Documentation and Transcription Specialist Certificate provides students necessary knowledge to enter the workforce. Healthcare documentation specialists may find employment in hospitals, ambulatory care settings, physician offices, software vendors, and outsourced transcription service companies.

The healthcare industry depends on highly skilled and knowledgeable professionals in all areas of practice. Therefore, individuals considering a career as a healthcare documentation specialist should recognize the importance of earning credentials after completion of this certificate program. Credentialing in healthcare is often required for employment, demonstrates professional competence, and illustrates commitment to one's profession. Successful completion of this program prepares students to sit for the Registered Healthcare Documentation Specialist (RHDS) credential offered by the Association for Healthcare Documentation Integrity.

Medical Information and Revenue Management (<http://www.jccc.edu/medical-information-and-revenue-management>)

(Major Code 5500; State CIP Code 51.0708)

## First Semester

|             |   |    |
|-------------|---|----|
| MIRM 130    | Medical Style and Grammar*                        | 3  |
| BIOL 144    | Human Anatomy and Physiology*                     | 5  |
| HCIS 255    | Introduction to Information and Computer Science* | 2  |
| HC 130      | Medical Terminology for Healthcare Professions*   | 3  |
| Total Hours |   | 13 |

## Second Semester

|             |   |    |
|-------------|---|----|
| MIRM 131    | Healthcare Documentation and Transcription I* | 3  |
| MIRM 142    | Legal and Ethical Issues in Healthcare*       | 3  |
| MIRM 147    | Introduction to Pharmacology*                 | 2  |
| BIOL 227    | Human Pathophysiology*                        | 4  |
| Total Hours |   | 12 |

## Third Semester

|             |   |   |
|-------------|---|---|
| MIRM 132    | Healthcare Documentation and Transcription II*      | 3 |
| MIRM 138    | Healthcare Documentation & Transcription Practicum* | 2 |
| HCIS 271    | The Culture of Health Care*                         | 2 |
| Total Hours |   | 7 |

## Courses

### MIRM 130 Medical Style and Grammar\* (3 Hours)

**Prerequisites or corequisites:** RDG 126 or College Reading Readiness

The study, synthesis and application of the rules of English language and medical style as reflected by AHDI's The Book of Style for Medical Transcription, or other medical style manuals such as the AMA Manual of Style. 3 hrs. lecture/wk.

**MIRM 131 Healthcare Documentation and Transcription I\* (3 Hours)****Prerequisites:** BIOL 144 and MIRM 130 and HC 130

This course introduces necessary skills for healthcare documentation specialists in their role transcribing and reviewing medical reports. Students will focus on enhancing keyboarding skills, as well as spelling, defining and pronouncing medical terms in their proper context. Upon completion of this course, the student should be able to use medical reference material and transcribe medical case studies using proper formats and typing rules. 3 hrs. lecture/wk. This course is taught in the spring semester.

**MIRM 132 Healthcare Documentation and Transcription II\* (3 Hours)****Prerequisites:** MIRM 131

This course is designed to refine healthcare documentation skills learned in Healthcare Documentation and Transcription I. Progressive skill building is achieved through extensive practical experience with transcription, editing and analysis of healthcare documentation. Students will also explore job opportunities and credentialing relevant to the profession. 3 hrs. lecture/wk. This course is taught in the fall semester.

**MIRM 138 Healthcare Documentation Transcription Practicum\* (2 Hours)****Prerequisites:** Department Approval

A minimum of 100 transcription/editing hours in an externship or simulated professional practice setting using clinician-generated documents, including a balanced variety of specialties, report types and account specifics. 100 total contact hrs. This course is taught in the fall semester.

**MIRM 140 Fundamentals of Health Records\* (2 Hours)****Prerequisites or corequisites:** RDG 126 or College Reading Readiness

This course introduces students to foundational concepts in the management, storage, retrieval and use of health information in healthcare settings. Instruction focuses on the content and uses of health records, professional roles within the health information profession and accreditation and regulatory requirements in the management of health information. 2 hrs. lecture/wk.

**MIRM 141 Computer Systems for Health Information Management Professionals\* (3 Hours)****Prerequisites:** HCIS 255

This course introduces students to various information systems and technologies used in non-clinical and clinical areas of healthcare. Students will also explore the emergence of electronic health records and health information exchange activities, as well as the health policy environment influencing the use of technology in healthcare. Simulation using health information systems, electronic health records, administrative information systems and encoder software is embedded in this course to provide insight into health information management operations. The importance of data quality as a foundation to meaningful information within healthcare information systems is emphasized. 3 hrs. lecture/wk.

**MIRM 142 Legal and Ethical Issues in Healthcare\* (3 Hours)****Prerequisites or corequisites:** RDG 126 or College Reading Readiness

This course introduces the U.S. legal system, laws and ethical issues and how they relate to healthcare. 3 hrs. lecture/wk.

**MIRM 143 Coding Classification Systems I\* (3 Hours)****Prerequisites:** BIOL 144 and HC 130 and MIRM 140

This course focuses on the International Classification of Diseases 9th revision clinical modification (ICD-9-CM), as well as the 10th revision clinical modification and procedural coding system (ICD-10-CM/PCS) used in medical coding. Students will learn the role of ICD-9-CM and ICD-10-CM/PCS in coding for inpatient healthcare encounters, as well as the use of ICD-9-CM and ICD-10-CM codes for diagnosis coding in ambulatory and physician service settings. Students will examine the evolution from ICD-9-CM to ICD-10-CM/PCS in the United States, as well as compare and contrast between the 9th and 10th revisions of ICD. Instruction focuses on the importance of ethical conduct for coding professionals. 3 hrs. lecture/wk. This course is taught in the fall semester.

**MIRM 144 Coding Classification Systems II\* (3 Hours)****Prerequisites:** MIRM 143

This course focuses on Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS) coding classification systems. Students learn the role of CPT and HCPCS in coding for outpatient services and procedures, as well as physician services. Instruction focuses on the importance of ethical conduct for coding professionals. 3 hrs. lecture/wk. This course is taught in the spring semester.

**MIRM 145 Reimbursement Methodologies\* (3 Hours)****Prerequisites:** MIRM 143

This course examines healthcare reimbursement and financing in the United States. Course content focuses on the role of third-party payers, regulatory and health policy influences and the role of coding and reimbursement professionals in the revenue cycle. Legal and ethical dilemmas related to the reimbursement process are also discussed. 3 hrs. lecture/wk.

**MIRM 146 Coding Classification Systems III\* (3 Hours)****Prerequisites:** MIRM 144

This course focuses on intermediate-level content related to diagnosis and procedure coding. Students will build upon entry-level knowledge of diagnosis and procedure coding for hospitals, ambulatory healthcare settings and physician services. Students will apply this knowledge to more complex coding topics and exercises. Instruction focuses on the importance of ethical conduct for coding professionals. 3 hrs. lecture/instructional lab/wk. This course is taught in the fall semester.

**MIRM 147 Introduction to Pharmacology\* (2 Hours)****Prerequisites:** BIOL 144 and HC 130

This course introduces basic concepts of pharmacology and provides an overview of various types of medications. Students will also examine common medical conditions categorized by body system and identify commonly used pharmacologic treatments. An explanation of how assorted medications work within the body will be provided. After successful completion of this course, students will be able to comprehend health record documentation pertaining to medications and their uses in patient care. 2 hrs. lecture/wk.

**MIRM 148 Medical Coding Internship\* (1 Hour)****Prerequisites or corequisites:** MIRM 146 and Department Approval

This internship provides students with real-world coding experience in a healthcare facility. Students will shadow professional coders, as well as practice coding for a 40-hour work week. This internship also introduces students to various departments and professionals whose job functions relate to the work of medical coders through tours and interviews in the healthcare facility, with approximately 8 hours spent in this capacity. Students will prepare a daily journal describing their internship experiences. This internship includes 48 hours of internship responsibilities. A background check will be conducted on each student for internship placement purposes. Some healthcare facilities may require TB skin tests and/or drug screens for interns. Enrollment in this course requires that you be current in payment of a professional liability fee of \$16.00. This fee is required once per calendar year based on enrollment in selected courses and must be in place prior to the start of classes. Students will be notified via their JCCC student email account if they are required to pay a \$16 fee.