THE COMPLETE GUIDE TO A CAREER IN MEDICAL CODING!

United Career Institute

WHAT IS MEDICAL CODING?

Medical coders play a crucial role in the healthcare team, acting as liaisons between healthcare providers, patients, and insurance companies. The UCI Online Medical Coding program prepares aspiring medical coders with the essential skills to accurately handle electronic healthcare records, billing, and insurance claims.

As per the American Association of Professional Coders (AAPC), medical coders convert patient visit documentation into standardized codes that specify a patient's diagnosis, medical treatments, services, or supplies. Medical coders streamline communication between patients and healthcare providers by using standardized classification systems like CPT®, ICD-10-CM, and HCPCS Level II. These classifications play a vital role in ensuring precise patient records and facilitating payments to healthcare providers.

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ABOUT UNITED CAREER INSTITUTE

United Career Institute (UCI), formerly known as the Pennsylvania Institute of Technology (PIHT), has been catering to the needs of Southwestern Pennsylvania since its establishment as PIHT in 1987. Focused on offering accelerated training in practical nursing and allied healthcare, UCI plays a vital role in addressing the demands of area employers.

In 2019, PIHT underwent a rebranding process led by its sister school, West Virginia Junior College.

This resulted in the establishment of United Career Institute to more accurately represent the institution's current range of programs.

DEGREE PROGRAMS:
Online Medical Coding
Online Clinical Medical Assistant
Online Medical Office Administration

DIPLOMA PROGRAMS:
Practical Nursing
Online Practical Nursing
12-month Medical Assisting
12-month Medical Billing/Administration

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CORE VALUES & PURPOSE

United Career Institute offers an immersive learning experience under the guidance of instructors. Emphasizing practical skill development, the institute upholds its <u>core values</u> and aims to empower change by creating opportunity.

OUR CORE VALUES

W — WORK ETHIC
WE ACHIEVE SUCCESS THROUGH HARD WORK AND UNWAVERING COMMITMENT TO OUR PURPOSE.

E — EXEMPLARY
WE DEMONSTRATE THE HIGHEST LEVEL OF INTEGRITY, ETHICAL STANDARDS, AND PROFESSIONALISM.

C — CARING
WE SUPPORT OUR STUDENTS, COMMUNITIES, AND EACH OTHER, IN WAYS THAT LEAVE LASTING IMPRESSIONS.

A — ACCOUNTABILITY
WE MAINTAIN RESPONSIBILITY FOR OUR VALUES AND OUTCOMES.

R — RELATIONSHIPS
WE BUILD MEANINGFUL AND TRUSTED RELATIOSHIPS AS THE FOUNDATION OF OUR CULTURE.

E — EXCELLENCE
WE EXECUTE GOALS WITH PASSION, PURPOSE, AND PERSEVERANCE, STRIVING FOR THE HIGHEST QUALITY RESULTS.

OUR PURPOSE

To empower change by creating opportunity

UCI

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ACCREDITATION & LICENSING

United Career Institute is institutionally <u>accredited</u> by the <u>Accrediting Bureau of Health Education Schools (ABHES)</u> to award associate degrees and diplomas. ABHES is a national accrediting agency recognized by the US Department of Education.

United Career Institute is licensed by the <u>Pennsylvania State Board of Private Licensed Schools</u>.

United Career Institute offers some programs that are approved by the State Approving Agency for students to use veterans' benefits.

THE UCI ACADEMIC PROCESS

United Career Institute utilizes an established <u>six-step process</u> to provide quality education for each student.

Step 1: Students will plan their education experience with their UCI Online admissions team member.

Step 2: Students will be equipped with the resources they need to fund their education.

Step 3: Students will begin courses where they learn fundamental skills and knowledge for their future careers.

Step 4: Students will enhance their education by preparing to sit for industry-specific certification* exams.

Step 5: Students will apply their skills and experience through a real-world externship.

Step 6: Students will graduate and successfully begin their new careers.

Certification is contingent upon passing the corresponding industry certification exam.

THE AMERICAN ASSOCIATION OF PROFESSIONAL CODERS

The **American Association of Professional Coders (AAPC)** is the largest training and credentialing organization for medical coders, billers, auditors, and similar healthcare professionals. In the three decades since its establishment in 1988, the AAPC has conferred thousands of industry professionals with valuable certifications.

The significance of obtaining an AAPC certification cannot be emphasized enough. It demonstrates to employers that you have achieved nationally recognized competency standards and have received comprehensive training in medical coding practice.

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THE AAPC CERTIFIED PROFESSIONAL CODER-APPRENTICE EXAM

Medical coding is a career path that requires excellent attention to detail and in-depth skills training. Because of the vast knowledge a medical coder must possess, their education does not end upon graduation.

UCI Online medical coding students will be prepared to sit for the <u>AAPC Certified Professional Coder-Apprentice*</u> exam. The cost of two attempts to sit for the exam is included in the program tuition as a benefit of UCI Online.

Upon passing the exam, you will earn the CPC-A credential. The "-A" will remain attached until further education requirements through AAPC are completed.

CPC®

Certified Professional Coder

*Certification is contingent upon passing the corresponding industry certification exam. Required/Included in Tuition/Fees. The Institution does not have a reportable recent pass rate (2022-2023 academic year) for the Certified Professional Coders exam because this is a new program with no graduates prior to July 1, 2023. See <u>catalog</u> for details.

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YOUR MEDICAL CODING EDUCATION

Students in UCI Online's <u>Medical Coding</u> program have the opportunity to hone their coding skills in the beginner, intermediate, and advanced coding classes listed below.

Students will receive a well-rounded educational experience where they will learn medical coding skills, medical terminology, CPT, ICD-10-CM, medical ethics, electronic health records, and other valuable skills.

Additionally, students will complete an externship, which allows them to gain real-world experience in a regional healthcare facility to further develop their skills.

Medical Coding Course List

Medical Terminology I
Medical Terminology II
Pharmacology I
Medical Coding
Medical Coding-CPT
Introduction to Anatomy and Physiology
Anatomy and Physiology
Health Information Management
Electronic Health Records
Intermediate ICD/CPT
Advanced Coding/Classification
Quality Management
Law and Medical Ethics
Medical Coding Topics*
Medical Coding Externship
Career Preparation
Student Success Strategies
Introduction to Computers
Research and Writing
Effective Communication
English Composition
Current Events
Logic and Critical Thinking
Psychology

*As part of this course, students will be required to sit for the Certified Professional Coder exam.

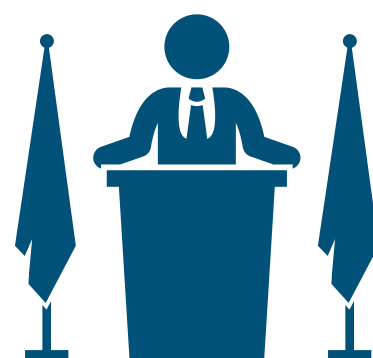United Career Institute

WHERE CAN A MEDICAL CODER WORK?

Because of the vast array of skills a medical coder learns in their training, they are qualified to work in various facilities, including but not limited to the following:
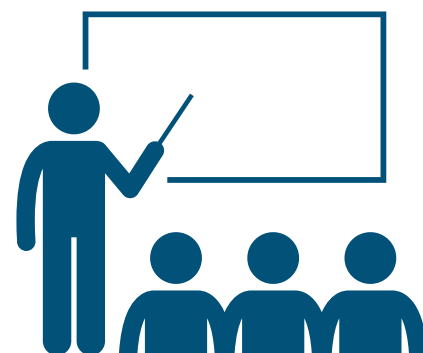
PRIVATE PRACTICES

INSURANCE COMPANIES

GOVERNMENT AGENCIES

HOSPITALS

LAW FIRMS

EDUCATION

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BENEFITS OF UCI ONLINE

At United Career Institute, the student experience is our top priority. We understand that online students need to balance family, work, and school. Below are a few of the advantages of choosing UCI Online.

Direct Admission

United Career Institute follows a <u>direct admission</u> policy, which helps students save time and money by avoiding classes unrelated to their field of study.

Career and Student Services

Students at UCI can utilize a range of <u>support services</u> covering academic, personal, and career aspects to explore their objectives and strategies for reaching them. UCI Alumni can also benefit from career management assistance and refresher courses* to stay current as their field progresses.

*Career Management Services are subject to specific conditions and requirements and continued campus operations. Please see the <u>campus catalog</u> for complete details.

BENEFITS OF UCI ONLINE

Hands-On Training and Externship Experience

Students at United Career Institute can acquire essential skills through online lectures led by instructors who emphasize hands-on skill training. Additionally, they will complete an externship experience, where they will gain experience in a real-world setting. By the conclusion of the <u>medical coding training</u> program, students will be prepared to sit for the AAPC Certified Professional Coder-Apprentice (CPC-A)* exam.

Accelerated Training

As a result of our direct admission program, students will complete their training in only 18 months. <u>Accelerated training</u> allows students to learn the necessary skills, prepare to sit for the CPC-A* exam, and enter the workforce quickly, rather than spending 4-6 years at a traditional school.

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FREQUENTLY ASKED QUESTIONS

Q: How to get a medical coding certification?

A: Preparation for the American Association of Professional Coders (AAPC) Certified Professional Coder-Apprentice* exam is incorporated directly into UCI's Medical Coding program curriculum. As an added benefit of the program, two attempts to sit for the exam is included in the program's tuition cost.

Q: How long is schooling for medical coding?

A: The length of time spent in school to become a medical coder varies based on the type of program. According to HealthJob, a medical coding training program can typically take anywhere from six months to four years, depending on whether the program awards a certificate, associate degree, or bachelor's degree.

Q: Is medical coding a good career?

A: Medical coders possess a specific skill set that makes them valuable and respected healthcare team members. They are essential to the smooth operations of a medical facility.

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FREQUENTLY ASKED QUESTIONS

Q: **Where do medical coders work?**

A: Because of their unique skills, medical coders have opportunities in various disciplines, including hospitals, private medical practices, insurance companies, government agencies, law firms, and more.

Q: **What do medical coders do?**

A: In short, medical coders act as the liaison between physicians, their patients, and insurance companies. They utilize a standardized labeling system to identify and organize treatment plans, diagnoses, and doctor-patient interactions to ensure accuracy in billing and electronic health records.

Do you have a specific question? Our admissions team is here to help!

Click here to contact UCI Online!

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WHY CHOOSE UNITED CAREER INSTITUTE?

At UCI, we are dedicated to the success of our students. Check out what these United Career Institute students have to say about their educational journey to a new healthcare career!

"I am so thankful that I picked this school to go to and would highly recommend this school to others who want to go into the medical field!"

-Kyra, United Career Institute Student

"The staff is very friendly and helpful, and you have smaller classes. Everyone is a team player at this school. Highly recommend!"

-Cassie, United Career Institute Student

"I love my teachers; they have all been very helpful throughout my time at this school. They are willing to go the extra mile."

-Amanda, United Career Institute Student

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START YOUR MEDICAL CODING EDUCATION!

Medical coders are crucial healthcare team members and provide a valuable skill set to any medical facility. UCI Online is here to help you take the next step toward starting a respected career in medical coding!

Are you ready to begin your medical coding training with UCI Online? Take the first step of speaking to an admissions team member by calling 866-UCIONLINE or **Requesting Information** today!

STAY CONNECTED BY FOLLOWING US: