

Northwood Technical College

FY24 (2023-24) Medical Coding Specialist Program

The following is additional information about the Northwood Tech Medical Coding Specialist (MCS) program
This information supplements the program webpage and district catalog.

Degree: One-Year Technical Diploma

MEDICAL CODING SPECIALIST (MCS) PROGRAM - 29 credits

The MCS program is a one-year (two semester) program. Students can complete the program on a full-time or part-time basis. Students must complete 29 credits to graduate. The program is offered online, with support services available on all four of Northwood Tech's campuses (Ashland, New Richmond, Rice Lake, and Superior) with a maximum of 32 new students each year.

PROGRAM DIRECTOR

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ACADEMIC ADMISSION REQUIREMENTS

Students have 120 days to complete the application process. You will be admitted to the program based on the date and time admission criteria is met. Upon admission to the program, the student should meet with the program advisor for program orientation materials and to determine program sequencing and completion goals.

MCS COURSEWORK

When you successfully complete the admission requirements, you will be invited to begin your course work. A curriculum checklist and course descriptions are included in this packet. The following non-core classes may be taken prior to starting the program: Medical Terminology and General Anatomy and Physiology.

CLASS COMMITMENT

The MCS program can be completed at a full-time rate (in one year/two semesters), or part time (up to two years/four semesters). The average amount of time spent on course work is based on course credit hours. A full-time student should expect to spend up to 20-25 hours per week. This program requires a significant time commitment. Determining the rate at which to complete the MCS program should be considered, in addition to work and personal commitments.

TRANSFER CREDIT

Official college transcripts must be submitted for any college coursework that has been completed. Official college transcripts must be sealed and sent from the sending institution. In order to graduate from the Northwood Tech MCS program, a minimum of 25% of the curriculum must be completed at Northwood Tech.

Northwood Technical College does not discriminate on the basis of race, color, religion, sex, national origin, age, disability or status in any group protected by state or local law in employment, admissions or its programs or activities. The following person has been designated to handle inquiries regarding the College's nondiscrimination policies: Amanda Gohde, Director, Human Resources, Administrative Office, 1900 College Drive, Rice Lake WI 54868, 715-731-1223, Wisconsin Relay TTY:711, amanda.gohde@NorthwoodTech.edu.

MCS PROGRAM STANDARDS

MCS students must complete all required courses with a 2.0 or better. Students enrolled in the MCS program may repeat only two curriculum courses during their progress toward graduation. In addition, MCS students may only repeat any core course once. This policy also applies to coursework taken at other colleges. For more information, refer to the "Failure/Repeat Course Policy" in the MCS Student Handbook.

COMPUTER NEEDS

Because all MCS program courses are offered online, students are required to have 24-hour access to a computer that has high speed internet access.

SCHOLARSHIPS AND FINANCIAL AID

Full time (at least 12 credits/semester) and part time students (at least 6 credits/semester) are eligible for financial aid. In addition, scholarships are available.

GRADUATE SALARY EXPECTATIONS

Graduates earn between \$31,822–\$110,315 annually. The most recent graduate follow-up study indicates the average yearly salary to be \$48,887.

FY24 (2023-24)
Checklist for Medical Coding Specialist Admission

**** All criteria in Phase 1 must be met before moving to Phase 2 ****

Phase 1: Application for Medical Coding Specialist Program

_____ Complete Northwood Tech application.

_____ Students who are considering the program must meet one of the following items:

- Minimum High School GPA of 2.1
- ACT Score of 18
- Minimum College GPA 2.0 (min 3 cr)
- Associate or bachelor's degree
- Accuplacer scores

Additional measures may be considered as determined by the counselor.

_____ Have earned a high school diploma or GED certificate. Current HS seniors must provide both a current high school transcript and a final transcript with confer date

_____ Review and sign Functional Abilities Disclosure

_____ Complete admissions meeting with Northwood Tech counselor

Phase 2: Entry into Medical Coding Specialist Program

_____ Meet with MCS program advisor to determine program sequencing and completion goals

_____ Review and complete the Computer Skills Inventory

_____ Review MCS program orientation materials