

**Medical Coding and Scribing**
**Diploma | 41 credits**

Campus: All Minnesota North Campuses

<b>FALL SEMESTER 2024 – 17 Credits</b>		<b>CREDITS</b>	<b>HOURS LEC/LAB</b>
ALHE 1620	Applied Medical Terminology	2	2/0
BIOL 1300	Introduction to Anatomy and Physiology (MNTC 3)	4	3/2
BUS 1515	Business Computers	3	3/0
HINS 1120	Introduction to Health Information Privacy and Security	1	1/0
HINS 1144	Pharmacology for Healthcare Admin	1	1/0
HINS 1152	Medical Insurance and Billing	2	2/0
HINS 1163	Medical Office Procedures	2	2/0
HINS 2144	Legal Aspects of Healthcare	2	2/0
<b>SPRING SEMESTER 2025 – 21 Credits</b>			
ENGL 1110	Professional Organizational Writing	3	3/0
HINS 1150	Introduction to Diagnosis and Procedure Coding	3	3/0
HINS 1165	Medical Records Management	3	3/0
HINS 1615	Document Fundamentals of Editing and Scribing	3	2/2
HINS 2140	Advanced Medical Coding	4	3/0
HINS 2148	Healthcare Management and Organization	3	3/0
HINS 2172	Reimbursement Methodology	2	2/0
<b>SUMMER SEMESTER 2025 – 3 Credits</b>			
COMM 1210	Introduction to Communication (MNTC 1)	3	3/0
<b>OPTIONAL ELECTIVE – Summer Course</b>			
HINS 2142	Medical Coding Certification Prep	1	1/0

**PROGRAM DESCRIPTION**

The Medical Coding and Scribing Program is a diploma program designed to provide entry-level personnel with the necessary skills to perform abstracting and coding of medical records as well as real-time recording of patient-doctor interaction.

**PROGRAM OUTCOMES**

Graduates will be able to:

1. Demonstrate understanding of how their role fits into and affects their department, other departments, and the organization;
2. Identify and utilize appropriate technologies used to capture, retrieve, and maintain information from internal and external sources;
3. Apply knowledge of human structure and function, diseases and disorders, and medical terminology as it relates to their healthcare role;
4. Apply policies, procedures, and regulation standards surrounding issues of access and disclosure of protected health information and organizational compliance;
5. Identify documentation in the health record to ensure it supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status;
6. Demonstrate effective verbal and written communication within the healthcare environment;
7. Describe positive work behaviors, personal traits, and attitudes desirable in members of a healthcare team; and
8. Explain accepted ethical practices with respect to cultural, social, religious, and ethnic differences within the healthcare environment.

**PROGRAM NOTES**

- This program is fully online.
- All course work must be completed within 5 years. The exception is that there is no time limit on COMM 1210.
- Students must earn a "C" or better in all course work.

- BIOL 2371 or BIOL 2372 can be substituted for BIOL 1300 with a grade of C or better. Courses must be completed within 5 years.
- HINS 2142 Medical Coding Certification Prep is optional, offered first half summer semester

### EMPLOYMENT OPPORTUNITIES

Graduates of this program will be able to analyze medical record documentation to assign diagnostic and procedures codes, provide important information for the health care reimbursement process, and input physician-communicated information into electronic health records.

### PROGRAM FACULTY

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