



**College of Health Related Professions
Continuing Education**

MEDICAL BILLING AND CODING CERTIFICATE PROGRAM

The State University of New York Downstate Medical Center is one of 64 campuses in the State University system. The State University of New York (SUNY) is the largest public university system in the nation and offers a complete range of academic, professional and vocational programs.

The Downstate Medical Center campus, located in Brooklyn, comprises a College of Medicine, College of Health Related Professions, College of Nursing, School of Graduate Studies, School of Public Health, University Hospital of Brooklyn and Long Island College Hospital. It is one of the nation's leading medical centers, and the only academic medical center in Brooklyn. It serves a population of over 2.3 million people which is one of the most diverse populations in the world.

Program Overview and Objectives

The Medical Billing and Coding program at SUNY Downstate is a certificate program to assist individuals entering the field of medical coding. The American Academy of Professional Coders (AAPC) 2015 data showed that the average wage for a Certified Professional Coder (CPC®) was approximately \$50,000.

This program provides the foundation information and skill development necessary for those seeking career opportunities as a certified coder in physician's offices, hospitals, insurance companies, medical billing service departments and other health related facilities. Students will acquire the skills necessary to perform all coding duties, fulfill coding regulations and ensure documentation for reimbursement. Emphasis is placed on government regulations that affect reimbursements for in-patient and out-patient claims. This program also meets the curricula expectation of ICD-10.

Program Schedule

Anatomy & Physiology Mondays/Wednesdays 6 - 9:30 pm	Medical Terminology Saturdays 9 – 3 pm
Pathology/Pharmacology Mondays/Wednesdays 6 - 9:30 pm	Intro to Health Information Management Saturdays 9 – 3 pm
Health Insurance/Regulations Mondays/Wednesdays 6 - 9:30 pm	Healthcare Data/Medical Record Saturdays 9 – 3 pm
Basic <i>Diagnosis</i> Coding Systems Mondays/Wednesdays 6 - 9:30 pm	Basic <i>Procedure</i> Coding Systems Saturdays 9 – 3 pm
Exam Prep	
Advanced Diagnosis & Procedure Coding Systems A 6-week <i>Immersion</i> , to engage existing billers and coders in ICD 10 processes <i>plus</i> preparation for ICD-10 certification. 6:00- 9:30 pm Days TBA	

Class starts in the fall August or September of each year.

<p>Admission Requirements</p> <p>Application Materials</p>	<p>Applicants must have a good command of the English Language, and basic computer skills.</p> <p>The following items must be submitted with your application:</p> <ul style="list-style-type: none">• Your resume• Copy of your diploma or• Copy of your College transcript (minimum of 2 years college required)• Registration fee of \$30 <p>Qualified applicant will be invited for an interview. Please bring a photo ID to the interview.</p>
<p>Program Requirements</p>	<p>To successfully complete the certificate program, participants must complete all required classes with a grade of "C" or better in all courses and exams as well as attend 80% of all classes.</p> <p>A certificate is awarded at completion of all requirements. This certificate program does not provide college credit.</p> <p>Advanced Coding classes require basic coding as prerequisite, or field experience.</p>
<p>Registration/ Tuition</p>	<p>The registration fee is \$ 30.00</p> <p>Tuition for the entire certificate program is \$3500. You may register for each course individually (\$438 per course). For payment arrangements please contact the Office of CME at 718-270-2422.</p> <p>A full tuition refund, minus the registration fee, will be granted if the course is cancelled, discontinued by the college, or if you are not accepted into the program. Cancellation by a program participant will be accepted one week before class is scheduled to begin; a \$50 cancellation fee will be charged. <u>Once the program has begun, tuition is non-refundable.</u> OCME has the right to cancel the course or change lecture dates. We will notify you of any such changes.</p> <p>Registration form is available online at https://dmccpd.wufoo.com/forms/m44h61609wf6vu/</p> <p>Mail: SUNY Downstate Medical Center OCME Box 1244 450 Clarkson Avenue Brooklyn, NY 11203</p> <p>Or FAX: 718-270-4563 or e-mail ocme@downstate.edu</p>
<p>Travel Directions</p>	<p>http://www.downstate.edu/directions/</p> <p>PARKING: Hospital Valet Parking is available from 6:00 a.m. to 6:00 p.m., located at 445 Lenox Road and Brooklyn Avenue. The fee is \$10.00</p>