ST. PETERSBURG COLLEGE

# MEDICAL CODING & REVENUE MANAGEMENT CERTIFICATION

## ADMISSIONS GUIDE

HEALTH INFORMATION TECHNOLOGY

## ABOUT THE PROGRAM

Help keep medical practices on track by ensuring data quality, accuracy and accessibility. SPC's Medical Coding and Revenue Management Certificate provides training in the clinical classification systems International Classification of Disease (ICD) and Current Procedural Terminology (CPT).

## ADMISSIONS REQUIREMENTS CHECKLIST

| Term | Applications Accepted | Application Review | Student Notified by Email: xxxxxx#@live.spcollege.edu |
|---|---|---|---|
| Fall: August | March 1 – June 30 | July 1 - July 9 | July 10 |
| Spring: January | July 1 – October 31 | Nov 1 – Nov 9 | November 10 |

- ☐ IMPORTANT: It is the responsibility of the applicant to ensure all the following requirements are satisfied and posted accurately to their student record by the application deadline for admission consideration. For questions about these admissions requirements: Advising at SPC || St. Petersburg College
- ☐ New students must complete the St. Petersburg College Admission Application and pay the non-refundable application fee. Returning students must complete the online Readmission steps in MySPC if you have not enrolled in the previous six semesters. Admissions and Readmissions

  **A secondary Health Program Application is required for limited access Health Programs (link on page 2)**
- ☐ Submit official, unopened (sealed) high school or GED transcripts indicating completion of a standard high school diploma or equivalency; **See the **Transcripts/Transfer Credit* section for credit posting deadlines**

  *If you completed an A.A.S. degree or higher at an institutionally accredited college and/or university, SPC will not need your high school/GED transcript or Home School Affidavit.*
- ☐ Submit official, unopened (sealed) transcripts from all institutionally accredited colleges and/or universities currently or previously attended (outside of St Petersburg College)**. See the **Transcripts/Transfer Credit* section for credit posting deadlines**

  Please submit ***ALL*** transcripts requests 30 days prior to application deadline to ensure they are received and posted to your SPC account by the deadline.
- ☐ Students must demonstrate they are at college level in Writing, Reading, and Math either through appropriate test scores or through appropriate course completion.

  *Flexible placement eligible students need test scores or appropriate subject course completion.*
- ☐ Students must have a cumulative grade point average of 2.00 on a 4.00 scale in all postsecondary coursework. Academic Standing may have an impact on admission, enrollment, and financial aid eligibility. See the SPC Academic Standing Policy for details. Academic Standing Policy
- ☐ Students must meet the Technical Standards with or without accommodation(s). Please contact the Health Education Center Accessibility Services office to set up a confidential consultation at (727) 341- 4141 or visit www.spcollege.edu/accessibility.
- ☐ Complete **CGS 1100,** Computer Applications; **HSC 1531,** Medical Terminology; and **BSC 1084C**, Essentials of Human Anatomy & Physiology (or BSC 2085 and BSC 2085L, Human Anatomy & Physiology I and Lab, and BSC 2086 and BSC 2086L, Human Anatomy & Physiology II and Lab) ***with grades of "C" or better.***

*St. Petersburg College is committed to equal access/equal opportunity in its programs, activities, and employment. For additional information visit www.spcollege.edu/eaeo*

☐ Submit the Health Programs Application by going to https://web.spcollege.edu/hec/application/apply

**Admission emails** will be sent through SPC student email (xxxxxx#@live.spcollege.edu)
If you are not sure how to access your SPC student email, please visit How do I Access My SPC Email

## Articulation

St. Petersburg College students who hold current industry certifications or licenses or have completed approved high school, technical college, apprenticeship, or workforce training programs may be eligible to receive free college credit. For more information, visit www.spcollege.edu/connect.
Please complete this form: https://web.spcollege.edu/survey/30650.

| **PRE-ENTRY COURSES (9 credits) A grade of "C" or higher is required.** (May **NOT** be satisfied by an Associate in Arts or higher degree) | **CREDITS** |
|---|---|
| **BSC 1084C – Essentials of Human Anatomy & Physiology** OR (BSC 2085 and BSC 2085L and BSC 2086 and BSC2086L) | **4** |
| **CGS 1100 - Computer Applications** | **3** |
| **HSC 1531 – Medical Terminology** | **2** |

## *Transcripts/Transfer Credit: Submitting Official Transcripts

- To ensure application consideration, ALL official transcripts, test scores, and alternative satisfaction requests must be officially received, evaluated, and posted to your St. Petersburg College transcript/records prior to the application deadline.

  Please submit ***ALL*** transcripts, test scores, alternative satisfaction, and ELP requests 30 days prior to application deadline to ensure they are received and posted to your SPC account by the application deadline.
- We do not accept unofficial copies or unsealed official copies.
- International students, please refer to Submitting Official Transcripts
- Transcripts for course credit earned by exam(s) (e.g., AP, CLEP) must be provided from the originating testing agency.
- **If you have submitted updated transcripts from an institution that SPC has previously received, please verify that your most recent coursework is evaluated and posted to your SPC record.**

## *Alternative Satisfaction

- Transfer courses for which there is no direct SPC equivalent will be posted as elective credit and designated with a number ending in "999"; additionally, upper division (300/3000 level or higher) transfer credits do not automatically post to your SPC record.
- Upper division coursework (transfer or SPC) will not automatically satisfy admission requirements; it must be requested by the student.

  If you believe a course posted as an elective should satisfy a degree requirement, or you would like an upper division course be used to satisfy a lower division course, please complete the **Alternative Satisfaction Survey**
  *A copy of your transcript from the former institution and a course syllabus will be required.*
  * All transcript/transfer credit questions can be directed to Academic Advising

## Experiential Learning Program (ELP)

Learners are able to use the Experiential Learning Program (ELP) to waive credits or to test out of classes in which they have experience. The ELP program does incur a small fee for each credit hour awarded and credit is awarded based on the evaluation of the assigned assessor.

Here are the instructions to initiate this process:

- Identify specific courses you would like to earn credit for. (NOTE: Some HEC courses are not eligible for ELP credit.) Review your degree progress report in MySPC and/or contact an academic advisor to clarify your program requirements.
- Complete the ELP application at https://web.spcollege.edu/survey/3077
- A designated SPC instructor will interview you to determine if an assessment will be performed.
- Submit any required documentation for the assessment and pay the ELP fee of $25 per credit hour.
- The instructor evaluates the materials and determines if credit will be awarded. A notification is sent to you of the assessment outcome.

* To confirm posted Transfer credits: log into MySPC > My Academics > View Unofficial Transcript > Other/Transfer Credits
* To confirm Alt Sat or ELP credit is posted: Academic Advising

## Selection Criteria

- All application requirements must be satisfied by the closing of the application window.
- All qualified students will be offered admission and will need to complete the following pre-enrollment requirements to maintain eligible status:
  - Complete the Notice of Intent survey by the date indicated in the admission email.
  - Participate in the Health Education Program orientation on the date indicated in the admission email.

## Estimated Costs

Detailed program cost information can be found in the College's Academic Catalog.

## Accessibility Services

St. Petersburg College is committed to providing quality education and services to all students by ensuring that admission, academic programs, support services, student activities, and campus facilities are accessible to and usable by qualified students with disabilities. Each specific health program has its own technical standards which all students must meet with or without accommodation(s). To help students achieve success, Accessibility Services works with students, faculty, and staff to coordinate the provision of reasonable accommodations. To put your accommodations in place, please contact the Health Education Center Accessibility Services at (727) 341-4141 or visit http//www.spcollege.edu/accessibility

* Additional general education coursework may be required to complete the degree.

St. Petersburg College is committed to equal access/equal opportunity in its programs, activities, and employment. For additional information visit www.spcollege.edu/eaeo.