

State of Illinois
Occupational Employment Projections (Long-term) 2020-2030

Standard Occupational Classification (SOC)		Base Year Employment	Projected Year Employment	Employment Change 2020-2030		Average Annual Job Openings due to			Annual Compound Growth	
				Number	Percent	Exits	Transfer	Growth		Total
Code	Title	2020	2030							
43-6013	Medical Secretaries	647	673	26	4.02	34	37	3	74	0.39

MEDICAL CODING SPECIALIST (One-Year Certificate)

(HIT 2224) Minimum 33 hours

Dr. Ian Nicolaides | (618) 634-3386 | iann@shawneecc.edu

This one-year curriculum is designed to provide the student with the knowledge and skills necessary for entry-level employment in a variety of health-related facilities as a medical coding specialist.

Graduates of the Medical Coding Specialist program are eligible to sit for the Certified Coding and Billing Specialist certification exam administered by the National Healthcare Association. Successful completion of the exam confers the title of Certified Coding and Billing Specialist (CBCS). Shawnee Community College is an approved testing site for the CBCS exam which is given two times a year (March and August)

FALL SEMESTER		Credit Hours
COM 111	Business Computer Systems	4
HIT 100	Medical Terminology	3
HIT 101	Introduction to Health Information Technology	3
HIT 109	Introduction to Coding	2
SPC 111 or SPC 210	Speech or Interpersonal Communications	3
TOTAL HOURS		15

SPRING SEMESTER		Credit Hours
BIO 212	Anatomy and Physiology	3
HIT 104	Advanced Medical Terminology	3
HIT 106	Principles of Insurance	3
HIT 107	Medical Office Procedures	4
HIT 111	Professionalism in the Medical Office	1
HIT 209	Advanced Physician Coding	4
TOTAL HOURS		18

Possible Career Opportunities

Coder, Health Information Clerk, Health Information Specialist, Health Information Technician (Health Information Tech), Medical Records Analyst, Medical Records Clerk, Medical Records Coordinator, Medical Records Director, Medical Records Technician (Medical Records Tech), Registered Health Information Technician (RHIT)

O*NET Links: www.onetonline.org
SOC Codes: 29-2071.00

MEDICAL OFFICE ASSISTANT (One-Year Certificate)

(MRS 2102) Minimum 32 hours

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This one-year curriculum is designed to provide the student with those skills necessary for entry-level employment in a medical or medical-related office.

FALL SEMESTER		Credit Hours
COM 111	Business Computer Systems	4
HIT 100	Medical Terminology	3
HIT 101	Introduction to Health Information Technology	3
HIT 105	Medical Transcription	3
HIT 109	Introduction to Coding	2
SPC 111 Or SPC 210	Speech or Interpersonal Communications	3
TOTAL HOURS		18

SPRING SEMESTER		Credit Hours
ENG 124 or ENG 111	Technical Comm. I or English Composition I	3
HIT 104	Advanced Medical Terminology	3
HIT 106	Principles of Insurance	3
HIT 107	Medical Office Procedures	4
HIT 111	Professionalism in the Medical Office	1
TOTAL HOURS		14

Possible Career Opportunities

Coder; Health Information Clerk; Health Information Specialist; Health Information Technician; Medical Records Analyst; Medical Records Clerk; Medical Record Coordinator; Medical Record Director

O*NET Links: www.onetonline.org
SOC Codes: 29-2071.00

* Shows that these fields are required

Training Program Initial Criteria

Necessary Requirements for Initial Certification

(For programs to be eligible, one of the following two criteria must be met)

- Is the provider/program seeking WIOA certification currently approved or accredited under an existing process recognized by the State of Illinois?
Yes
If yes, please check all types of accreditation and approval that apply.
 - North Central Association
 - Illinois Community College Board
 - Illinois State Board of Education
 - Other(Specify)
- Is the program for which WIOA certification is being sought been recognized as meeting industry approved standards such as Pro Start for food services, A Plus for computers and ASE for auto mechanics?
No
If yes, identify the standard(s)

Training Program Basic Information

- * Program Name (**For Providers Only**, if you publish a course catalog, this name must match the one used in the catalog)
Medical Office Assistant
- Program Description
 - * Please provide a short description of your program. **For Providers Only**, this description must be detailed enough so that your program can be identified with a Classification of Instructional Program (CIP) code. If you know the CIP code of your program, please type it in the space provided. If not, leave the data field for the CIP code blank.
This one-year curriculum is designed to provide the student with those skills necessary for entry-level employment in a medical or medical-related office.
 - * If you know it, what is the 6-digit CIP code?
510705
 - If there is a website that provides more program information, please provide the address.
www.shawneecc.edu
 - * Training Program Type:
Vocational
 - Registered Apprenticeship Type:
- Is this a credit hour program?
Yes
If yes, how many credit hours for program completion?
32.0
What is the curriculum code for this program (if one exists)?
- * How many weeks does it typically take to complete this program?
32
- What is the total hours of instruction/classroom/lab time?
540.0
- * Other than employment, what is the primary goal of the program?
 - Associates Degree
 - Bachelors Degree
 - Certificate of Completion - Apprenticeship
 - Community College Certificate of Completion
 - Employment
 - Industry Recognized Certification
 - License
 - Measurable Skills Gain (Lead to Credential)
 - Measurable Skills Gain (Lead to Employment)
 - Other
 - Secondary School Diploma or GED**If other**, specify:
If Certification, License, or Registration, what is the name of the certifying, licensing, or registering body?
- * **For Providers Only**, please put a check in the box of each O*Net Occupation code where this training program is offered.
 - 436013 Medical Secretaries and Administrative Assistants
- What are the program offerings? (Check all that apply)

<input checked="" type="checkbox"/> Full-Time Enrollment	<input checked="" type="checkbox"/> Part-Time Enrollment	<input type="checkbox"/> Internships
<input type="checkbox"/> Non-English Instruction	<input type="checkbox"/> Classroom Instruction	<input type="checkbox"/> Labs
<input type="checkbox"/> Weekend Classes	<input type="checkbox"/> Night Classes	<input type="checkbox"/> Day Classes
<input checked="" type="checkbox"/> Online/E-Learning Instruction	<input type="checkbox"/> Open Entry/Exit	<input type="checkbox"/> Other(Specify)

If other, specify
- What are the entry level requirements of the program? (Check all that apply)
 - Drug/Alcohol Screening
 - HS Diploma/GED
 - Associate Degree
 - Bachelor Degree
 - Physical Exam

- Math(Specify)
- Reading(Specify)
- Language(Specify)
- Writing(Specify)
- Prerequisites(Specify)
- Other(Specify)

10. * What is the total cost of this program? (round to the nearest dollar amount)
- | | |
|---|----------------|
| Tuition : | \$4,480 |
| Books : | \$2,000 |
| Fees : | \$250 |
| Tests : | |
| Other Expenses(Materials, Supplies, Tools, Uniforms, etc) : | (Description) |
| TOTAL COST: | \$6,730 |

NOTE: The costs listed above are for those individuals who live in-district. Costs may be higher for out of district residents.

11. Types of Financial Aid Available (Check all that apply)
- Pell Grants
 - Illinois Monetary Award Program
 - Federal loans(Stafford, PLUS, etc)
 - Institutional Scholarships
 - Other(Specify)
- If other, Specify**

12. * What year was the program established?
2017

13. * Please put a check in the box of each location where this training program is offered.
- 8364 Shawnee College Rd. Ullin, IL 62992
 - 601 James R. Thompson Blvd. East St. Louis, IL 62201
 - 8364 Shawnee College Road Ullin, IL 62992
 - 412 S. Blanche Mounds, IL 62964
 - 305 23rd Cairo, IL 62914
 - 1150 E. Vienna Anna, IL 62906
 - 2403 Walnut Cairo, IL 62914

14. * Has the provider given assurance and certifications that their agency fully complied with the nondiscrimination, equal opportunity, and disability provisions of the Workforce Investment Act of 1998? (29 CFR 37.20, 29 CFR 37.42 & 54)
Yes

15. * Is the facility and programs accessible to all people with disability? (29 CFR 32.3)
Yes

16. Please describe the application procedure for this program. **For Providers Only**, include in this description any documents or materials that the customer should bring when applying for this program.
SCC Application, Request program through advisor.