# HAGERSTOWN COMMUNITY COLLEGE
# MEDICAL CODING AND REIMBURSEMENT SPECIALIST PROGRAM
## Technical Standards

Students enrolled in the Medical Coding and Reimbursement Specialist Program must meet the following requirements to perform effectively in the educational activities of the program and in the coding and reimbursement profession.

Determination is made on an individual basis as to whether or not accommodations or modifications can be reasonably made.

Students who have special needs are encouraged to identify themselves to the Coordinator of Disability Support Services as early as possible. Reasonable accommodations based on current documentation are provided to qualified students.

| ISSUE | STANDARD | EXAMPLES OF REQUIRED ACTIVITIES (Not all inclusive) |
|---|---|---|
| Critical Thinking | Critical thinking abilities sufficient for safe and appropriate judgment and situational awareness. | • Methodically question patients or medical staff to gain information <br>• Analyze patient comments or questions and respond with appropriate information. <br>• Analyze information from outside agencies and respond appropriately. |
| Interpersonal, Behavioral, and Social Skills | Interpersonal abilities to interact effectively with patients, families, and the medical care team from diverse cultural, social, emotional, and intellectual backgrounds. | • Establish rapport with patients, families, and colleagues. <br>• Maintain mature, sensitive, and effective relationships with patients and fellow workers (interpersonal skills). <br>• Tolerate mentally demanding workload. <br>• Function effectively under stress. <br>• Adaptability to changing environments (flexible schedules, emergency situations). <br>• Work collaboratively with the physician. |
| Communication | Communication abilities to perform required written and verbal functions in the program and the medical care environment. | • Correctly read the patient's medical chart and interpret medical terminology as required. <br>• Correctly access and locate information in a computerized medical record where used. <br>• Be able to listen and verbally communicate by telephone and in |

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| | | • person.<br>• Effectively communicate with medical insurance companies regarding patient medical claims. |
| Motor Skills | Gross and fine motor abilities sufficient to operate office equipment used to perform daily functions. | • Be able to use a computer keyboard efficiently. |
| Hearing | Auditory abilities sufficient to communicate with patients, staff, physicians, and many outside agencies, such as medical insurance companies. | • Hear patients and staff talk in a normal tone from a distance of 10 feet.<br>• Hear an individual speaking through a telephone receiver and respond appropriately.<br>• Hear alarms, emergency signals, and cries for help. |
| Visual | Visual abilities sufficient to perform daily activities supported by both print and computer based materials. | • Be able to read fine print of coding books.<br>• Be able to work with information on a computer monitor for up to 8 hours at a time. |
| Mental | Intellectual and emotional abilities sufficient for patient assessment, safe operation of equipment, performance of duties, and care of patients. | • Be able to mentally concentrate and focus attention, thoughts, and efforts on accurate production of medical claims to legally maximize reimbursement.<br>• Be able to respond effectively to patients, staff, and outside agencies to resolve complex billing issues. |

Adapted from Hagerstown Community College Medical Imaging and Dental Assisting Programs

**Applicants with allergies and sensitivities, especially to latex and nitrile products, put themselves at risk of reaction in the health care environment.  Students with allergies and sensitivities must have permission from their physician and follow physician and college guidelines to participate in the Medical Coding and Reimbursement Specialist program.**

**Please list allergies and sensitivities:**

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_____

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The student must notify the Program Coordinator if there is any change in his/her ability to meet the above physical requirements while enrolled in the Medical Coding and Reimbursement Specialist Program.

I, _____, have read and understand the requirements
                    (print name)
listed on this form.


Signature: _____

Date: _____