**Medical Coding and Revenue Management Certificate**
**Admission Requirements Checklist**

| Term | Applications Accepted | Application Review | Student Notified By MySPC Email |
|---|---|---|---|
| Fall: August | March 1 – June 30 | July 1 – July 9 | July 10 |
| Spring: January | July 1 – October 31 | Nov 1 – Nov 9 | November 10 |

☐ **New** students must complete the St. Petersburg College Admission Application and pay the non-refundable fee. **Returning** students must complete the online Readmission steps in MySPC if you have not enrolled in the previous six semesters. Admissions and Readmissions

☐ Submit official, unopened (sealed) high school or GED transcripts indicating completion of standard high school diploma or equivalency. We do not accept unofficial copies or official copies that have been opened. Applicants who have earned an Associate in Arts, Associate in Science, Associate in Applied Science, Baccalaureate, or higher degree from a regionally accredited institution are waived from this requirement. **Transcripts must be received and evaluated by St. Petersburg College prior to the application deadline to ensure consideration.** Submitting Official Transcripts

☐ Submit official, unopened (sealed) transcripts from all regionally accredited college(s) and/or universities currently or previously attended. We do not accept unofficial copies or official copies that have been opened. **Transcripts must be received and evaluated by St. Petersburg College prior to the application deadline to ensure consideration.** Submitting Official Transcripts

☐ Students must demonstrate they are at college level in Writing, Reading, and Math either through appropriate test scores or through appropriate 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 and Essential Functions 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.***

☐ Submit the Health Programs Application by going to https://www.spcollege.edu/future-students/degrees-training/health-sciences-and-veterinary-technology/health-information-technology/medical-coder-certificate#admissions

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

**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 |

**Selection Criteria, Selection Process and Admissions**

➢ 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**

| *¹Tuition | **Physical & Immunizations | Drug & Background Check | Uniforms, Special Equipment Lab Fees & Other Costs | Textbooks | State Exam & License Fees | Total |
|---|---|---|---|---|---|---|
| $3,665 | Not Required | Not Required | Not Required | $1,731.15 | Not Required | $5,396.15 |

*Tuition is estimated using the Florida resident rates. Out-of-state residents will have higher tuition fees.
¹Tuition is for core coursework only. General Education and Support courses are not included.
** These are high estimates; actual costs will vary depending on health insurance coverage.

**Transfer Coursework**

Transfer courses for which there is no direct SPC equivalent will be posted as elective credit and designated with a '999' course number. If you believe a course posted as an elective should satisfy a degree requirement, you may submit a request for Alternate Satisfaction. To initiate the alternate satisfaction request/review process: Complete the Alternative Satisfaction Survey, https://web.spcollege.edu/survey/21215

2/28/23 last updated MD

**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:

1. 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.
2. Complete the ELP application at https://web.spcollege.edu/survey/3077
3. A designated SPC instructor will interview you to determine if an assessment will be performed.
4. Submit any required documentation for the assessment and pay the ELP fee of $25 per credit hour.
5. The instructor evaluates the materials and determines if credit will be awarded.
6. A notification is sent to you of the assessment outcome.

**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