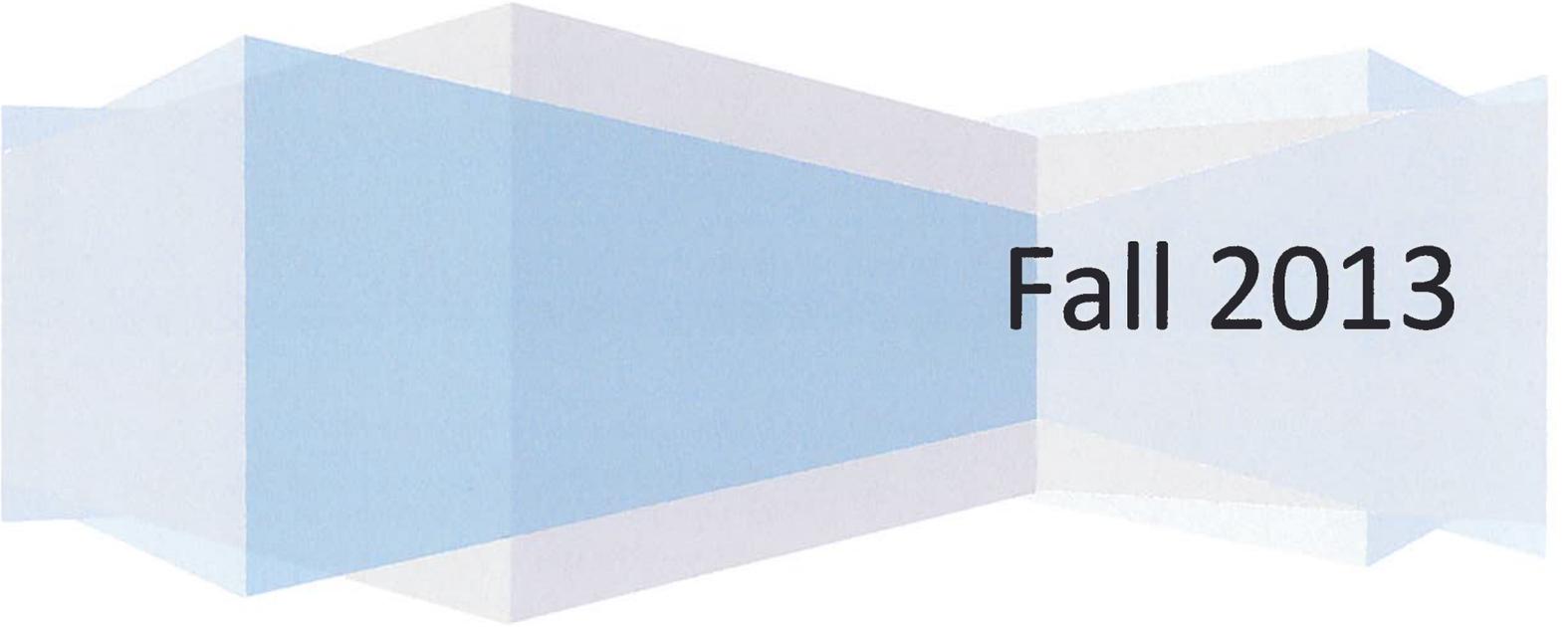


Southeast Technical Institute

# New Program Application

Medical Coding

Associates in Applied Sciences Degree



Fall 2013

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# Medical Coding – AAS Degree

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## Executive Summary

Medical Coders assign codes to classify and index diagnoses and procedures for the purpose of reimbursement, standardization, retrieval and statistical analysis using nationally recognized coding systems. The graduate will be knowledgeable of medical insurance, reimbursement systems, and their relationship to coding. Graduates will be proficient in the use of coding systems in clinics and hospitals. Upon completion of the program, students may apply to sit for the certified examination sponsored through AHIMA and AAPC.

The Medical Coding industry is facing a major change in their coding practices with the oncoming ICD 10 requirements. This change will increase the number of codes more than fivefold to over 69,000 medical codes. The regional health systems expect a significant number of Medical Coders to retire and another significant number will need additional training.

## Identification and Description of the Program

STI is proposing to reestablish the two-year Medical Coding AAS Degree. The Medical Coding program is designed to provide graduates with the skills to become a successful medical coder and to prepare students to sit for the certification exam.

The program will cover health core, coding and data entry basics and will have significant hands-on laboratory experiences. The curriculum will consist of medical terminology, office procedures, insurance principles, and introductory and advanced coding essentials. This program will be a continuation/alternative of the Health Information Services diploma program and will allow previous Health Information Services graduates to earn their Medical Coding Degree in one year.

## Objectives and Purpose of the Program

The primary objective of this program is to provide qualified personnel for the billing and coding areas of the health care industry. This objective will be met by providing an education that prepares the graduate to be employed as a certified medical coder.

The coding industry is made up of professionals serving in many different roles. There will be an increased demand for coders as the health care industry moves to ICD 10 standards.

The objectives of the program include:

- Protect the security of medical records to ensure that confidentiality is maintained
- Review records for completeness, accuracy, and compliance with regulations
- Retrieve patient medical records for physicians, technicians, or other medical personnel
- Release information to persons or agencies according to regulations
- Plan, develop, maintain, or operate a variety of health record indexes or storage and retrieval systems to collect, classify, store, or analyze information
- Enter data, such as demographic characteristics, history and extent of disease, diagnostic procedures, or treatment into computer
- Compile and maintain patients' medical records to document condition and treatment and to provide data for research or cost control and care improvement efforts
- Process and prepare business or government forms
- Process patient admission or discharge documents
- Assign the patient to diagnosis-related groups (DRGs), using appropriate computer software
- Verify accuracy of billing data and revise any errors
- Operate typing, adding, calculating, or billing machines
- Prepare itemized statements, bills, or invoices and record amounts due for items purchased or services rendered
- Review documents such as purchase orders, sales tickets, charge slips, or hospital records to compute fees or charges due
- Perform bookkeeping work, including posting data or keeping other records concerning costs of goods or services or the shipment of goods
- Keep records of invoices and support documents
- Resolve discrepancies in accounting records

- Type billing documents, shipping labels, credit memorandums, or credit forms
- Contact customers to obtain or relay account information
- Compute credit terms, discounts, shipment charges, or rates for goods or services to complete billing documents

## **Methods of Attaining the Objectives of the Program**

Upon receipt of the State Board of Education approval, Southeast Technical Institute will accept up to 28 students beginning in the Fall Semester of 2013. The marketing campaign to recruit students will include a comprehensive media mix.

The two-year Medical Coding AAS Degree will consist of medical terminology and transcription, office procedures, insurance principles, introductory and advanced coding essentials, mathematics, computers and communications, patient flow, disease processes, CPT and ICD Coding . The students will receive an extensive amount of laboratory time in coding to develop their skill and prepare them for an entry level position.

The Medical Coding Program will be offered traditionally, during the day, at STI. STI will pursue additional service delivery models including hybrid or online programs in Medical Coding to help meet the needs of current coding professionals as they train to make the transition to the ICD standards.

During the development of the Medical Coding program, STI has obtained guidance from several individuals in the health care industry. STI will develop a coding advisory board to help assist in the refinement of curriculum.

## Description of Labor Market Demands of the United States, State of South Dakota, Student Needs, and Industry Support

### National Data

According to the 2010 – 2020 National Bureau of Labor Statistics, there is an expected increase of 21% for Medical Records and Health Information Technicians. There is also an increase of 73,700 positions during this period due to growth and replacements. See Table Below.

National Bureau of Labor Statistics 2010 – 2020			
Position	Employees 2010	Employees 2020	2010 – 2020 %
Medical Records and Health Information Technician	179,500	217,300	21.0%

### State/Regional Data

According to the 2010 – 2020 South Dakota Occupational Employment Projections, there is an expected increase of 15.9% for Medical Records and Health Information Technicians. This is an increase of 185 positions during this period, with 42 average annual openings. With the movement to ICD 10 the local health care providers have forecasted higher than normal retirements. See Table Below.

SD Bureau of Labor Statistics 2010 – 2020			
Position	Employees 2010	Employees 2020	2010 – 2020 %
Medical Records and Health Information Technician	1,165	1,350	15.9%

### Student Needs

This program will provide students with an opportunity to enter an expanding industry that has many different entry points, areas for growth, and training that meets industry need. The program provides a background in theory, processes, and general education.

### Industry support

STI has met with leaders of Avera and Sanford Health and has received a strong level of support, indicated by the letters of support attached in Appendix C.

## Population to be Served by the Program

STI will recruit students from a variety of backgrounds, including both traditional and non-traditional. It is anticipated that this program will attract students directly out of high school in addition to those who are unemployed, underemployed and those wanting to make a career change.

Health Information Services diploma program graduates will be able to complete the Medical Coding Degree Program in one year. Current Medical Coders who are certified in ICD-9 will also be served by the program as they must be trained to make the transition to ICD-10.

## Program Capacity

Starting Semester	Delivery Format	Capacity
Fall 2013	Traditional Day	28

## Projected Three-Year Budget Plan

BUDGET PROJECTIONS			
Year	2013-2014	2014-2015	2015-2016
Salaries/Benefits	\$70,000.00	\$144,200.00	\$148,500.00
Staff Travel	\$1,500.00	\$1,500.00	\$1,500.00
Instructional Materials	\$50,000.00	\$50,000.00	\$10,000.00
Capital Equipment	\$10,000.00	\$0.00	\$0.00
Software/Books/Fees	\$14,000.00	\$4,100.00	\$4,200.00
Totals	\$145,500.00	\$199,800.00	\$164,200.00

## Salaries/Benefits/FTE/Equipment

The Coding Program will need one full-time instructor. STI will utilize existing laboratory space and will need to purchase equipment for individualized coding workstations and for a coding server.

## **Program Competencies and entry and exit points of sub-occupations**

Program Competencies are based upon the standards of the Health Care industry for billing and coding clerks.

Entry Point: Fall 2013

Exit Point: Spring 2014; Students with existing HIS Diploma will graduate with a two-year AAS Degree.

Exit Point: Spring 2015; New students from Fall 2013 will graduate with a two-year AAS Degree.

## **Statement of non-duplication**

Southeast Technical Institute understands there are no other Medical Coding programs offered by the other South Dakota Technical Institutes.

## **Curriculum design and research**

Southeast Technical Institute designed a tentative curriculum after an extensive review consisting of curriculum searches, academic review of competencies, and through discussion with industry professionals. The curriculum is shown in Appendix B.

## Wage Factor

Data from the South Dakota Department of Labor Occupational Wage Estimates through June 2012 positions the average hourly wage from \$15.39 to \$17.05. See Table Below:

South Dakota Department of Labor Occupational Wage Estimates June 2012 Data				Percentile				
Occupation	Area	Workers	Avg Wage	10 <sup>th</sup>	25 <sup>th</sup>	50 <sup>th</sup>	75 <sup>th</sup>	90 <sup>th</sup>
Medical Records and Health Information Technician	State	980	\$16.51	\$11.28	\$12.90	\$15.14	\$18.78	\$23.51
Medical Records and Health Information Technician	Sioux Falls	400	\$17.05	\$11.28	\$12.85	\$15.06	\$19.05	\$26.37
Medical Records and Health Information Technician	East	240	\$15.39	\$11.34	\$12.79	\$14.63	\$17.50	\$20.62

Data from the National Department of Labor positions the 2011 Median annual wage at \$33,310.00 with a range from \$21,680.00 to \$55,170.00 for the 10<sup>th</sup> to 90<sup>th</sup> percentile. The mean annual wage for 2011 was \$35,920.00 See Table Below:

National Department of Labor Data					
Position	Employees 2011	2011 10 <sup>th</sup> Percentile	2011 50 <sup>th</sup> Percentile	2011 90 <sup>th</sup> Percentile	2011 Mean
Medical Records and Health Information Technician Hourly Wage	180,280	\$10.42	\$16.01	\$26.53	\$17.27
Medical Records and Health Information Technician Annual Wage	180,280	\$21,680.00	\$33,310.00	\$55,170.00	\$35,920.00

## **CIP Code**

**Coding: 51.073 Medical Insurance Coding Specialist/Coder.** A program that prepares individuals to perform specialized data entry, classification, and record-keeping procedures related to medical diagnostic, treatment, billing, and insurance documentation. Includes instruction in medical records and insurance software applications, basic anatomy and physiology, medical terminology, fundamentals of medical science and treatment procedures, data classification and coding, data entry skills, and regulations relating to Medicare and insurance documentation.

## Appendix A – SD and US Dept of Labor Information

### South Dakota Department of Labor Data

South Dakota Occupational Employment Projections 2010 - 2020						
SOC* Code	Occupational Title	2010 Workers	2020 Workers	Numeric Change	Percent Change	Average Annual Demand for Workers
000000	Total, All Occupations	462,975	504,120	41145	8.9%	15,082
292071	Medical Records and Health Information Technicians	1,165	1,350	185	15.9%	42

### South Dakota Occupational Wage Estimates Wages Updated to Quarter Ending June 2012

Area	SOCCode	Occupation	Workers	AvgWage	Percentile				
					10th	25th	50th	75th	90th
Statewide	'29-2071	Medical Records and Health Information Technicians	980	\$16.51	\$11.28	\$12.90	\$15.14	\$18.78	\$23.51
Sioux Falls MSA	'29-2071	Medical Records and Health Information Technicians	400	\$17.05	\$11.28	\$12.85	\$15.06	\$19.05	\$26.37
East	'29-2071	Medical Records and Health Information Technicians	240	\$15.39	\$11.34	\$12.79	\$14.63	\$17.50	\$20.62

## United States Department of Labor Data

# Occupational Employment and Wages, May 2011

## 29-2071 Medical Records and Health Information Technicians

Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. Process, maintain, compile, and report patient information for health requirements and standards in a manner consistent with the healthcare industry's numerical coding system. Excludes "File Clerks" (43-4071).

### ***National estimates for this occupation: [Top](#)***

Employment estimate and mean wage estimates for this occupation:

<b>Employment <a href="#">(1)</a></b>	<b>Employment RSE <a href="#">(3)</a></b>	<b>Mean hourly wage</b>	<b>Mean annual wage <a href="#">(2)</a></b>	<b>Wage RSE <a href="#">(3)</a></b>
180,280	0.9 %	\$17.27	\$35,920	0.4 %

Percentile wage estimates for this occupation:

<b>Percentile</b>	<b>10%</b>	<b>25%</b>	<b>50% (Median)</b>	<b>75%</b>	<b>90%</b>
Hourly Wage	\$10.42	\$12.64	\$16.01	\$20.87	\$26.53
Annual Wage <a href="#">(2)</a>	\$21,680	\$26,280	\$33,310	\$43,410	\$55,170

**Industry profile for this occupation: Top**

Industries with the highest published employment and wages for this occupation are provided.

Industries with the highest levels of employment in this occupation:

<b>Industry</b>	<b>Employment(1)</b>	<b>Percent of industry employment</b>	<b>Hourly mean wage</b>	<b>Annual mean wage (2)</b>
<a href="#">General Medical and Surgical Hospitals</a>	67,340	1.30	\$18.25	\$37,960
<a href="#">Offices of Physicians</a>	40,970	1.75	\$14.48	\$30,120
<a href="#">Nursing Care Facilities</a>	13,050	0.78	\$16.29	\$33,880
<a href="#">Outpatient Care Centers</a>	7,110	1.16	\$15.85	\$32,980
<a href="#">Home Health Care Services</a>	5,790	0.51	\$16.76	\$34,860

Industries with the highest concentration of employment in this occupation:

<b>Industry</b>	<b>Employment(1)</b>	<b>Percent of industry employment</b>	<b>Hourly mean wage</b>	<b>Annual mean wage (2)</b>
<a href="#">Offices of Physicians</a>	40,970	1.75	\$14.48	\$30,120
<a href="#">General Medical and Surgical Hospitals</a>	67,340	1.30	\$18.25	\$37,960
<a href="#">Specialty (except Psychiatric and Substance Abuse) Hospitals</a>	2,660	1.21	\$20.10	\$41,810
<a href="#">Outpatient Care Centers</a>	7,110	1.16	\$15.85	\$32,980
<a href="#">Medical and Diagnostic Laboratories</a>	1,910	0.83	\$15.33	\$31,890

Top paying industries for this occupation:

<b>Industry</b>	<b>Employment(1)</b>	<b>Percent of industry employment</b>	<b>Hourly mean wage</b>	<b>Annual mean wage (2)</b>
<a href="#">Business, Professional, Labor, Political, and Similar Organizations</a>	50	0.01	\$26.81	\$55,760
<a href="#">Federal Executive Branch (OES Designation)</a>	5,430	0.26	\$22.26	\$46,290
<a href="#">Scientific Research and Development Services</a>	710	0.11	\$21.98	\$45,720
<a href="#">Grantmaking and Giving Services</a>	100	0.08	\$21.36	\$44,430
<a href="#">Insurance Carriers</a>	920	0.08	\$21.21	\$44,110

## Appendix B – Program Course List and Semester Layout

### Semester Layout

Semester	Course Title	Credits	Lect/Lab
<b>First</b>			
SSS 100	Student Success Seminar	2	2/0
CIS 100	Keyboarding (Standard is 40 cwam)	2	0/4
HC 110	Basic Anatomy	3	3/0
HC 113	Medical Terminology	2	2/0
CIS 101	Computer Essentials	2	1/2
HC 114	Health Care/Human Relations	3	3/0
ENGL 101	Composition	3	3/0
HIS 101	Intro to Health Information Services	2	2/0
		19	
<b>Second</b>			
HIS 119	Computerized Health Systems	3	2/2
HIS 121	Insurance/Billing/Coding	3	3/0
HIS 122	Techniques and Transcription	3	2/2
HIS 124	Patient Flow and Patient Services	2	1/2
HIS 130	Clinical Preceptorship	6	0/40
		17	
<b>Third</b>			
CODE 124	Disease Processes	3	3/0
CODE 130	Surgical/Laboratory Processes	3	3/0
CODE 127	Coding I	4	2/4
HC 201	Advanced Med Terminology	3	2/2
SPCM 101T	Fundamentals of Speech	3	3/0
SOC 150T	Social Problems	3	3/0
		19	
<b>Fourth</b>			
CODE 228	Coding II	3	3/0
CODE 228L	Coding II Lab	2	0/4
CODE 250	Coding/Reimbursement Revenue Cycle	4	4/0
CODE 260	Compliance/Regulations	2	2/0
PSYC 101T	General Psychology	3	3/0
MATH 115	College Math	3	3/0
		17	
	Total Credits:	72	

## Program Course List with Descriptions

### SSS 100 – Student Success Seminar – 2 Credits

This course provides students with tools and techniques that will help them be successful in their program of study. The course focuses on interactive exercises which will help the learner identify personal strengths, learning styles, and support resources. Reading and study techniques will also be practiced.

### CIS 100 – Keyboarding – 2 Credits

Students will develop touch control of the alphabetic keyboard and numeric keypad. Skill building activities make use of various presentation techniques, individualized goal setting, educational games, and diagnostic timed writings. Correct keyboarding technique and proper posture are emphasized. Standard is 40 CWPM.

### HC 110 – Basic Anatomy – 3 Credits

Designed for students beginning a health/science education and interested in pursuing an entry-level medical or health-related career. Emphasis is placed on the study of the basic structure and function of the human body. The students in the Phlebotomy and Pharmacy Technician programs will recognize the normal anatomy and be able to apply it to their respective fields.

### HC 113 – Medical Terminology – 2 Credits

Designed to provide basic principles of medical word building. These principles once learned, can readily be applied to develop an extensive medical vocabulary. CD's are included and benefit students in pronunciation and definition of each word. Once satisfactory completed, students will be able to adequately communicate in the health industry.

### CIS 101 – Computer Essentials – 2 Credits

Designed to enable students with little or no computer experience to acquire a basic understanding of the personal computer. This course involves the study of computer basics such as hardware, operating systems, and file management, using the internet for research, word processing, and spreadsheets.

#### HC 114 – Health Care/Human Relations – 3 Credits

Discussions and activities will center around the topic of respect. This course introduces students to health care issues and assists them in developing personal and employability success skills. Topics include, but are not limited to: accountability, professionalism, communication, confidentiality, patient rights, cultural bias and discrimination, effective interpersonal skills, dealing with difficult patients of all ages, and death and dying issues.

#### ENGL 101 – Composition – 3 Credits

English Composition will help develop proficiency in writing concise, coherent essays, and in using correct English. Several modes of discourse will be explored and good grammar skills are emphasized. This course will improve the student's critical thinking skills as it provides students with practice in all stages of the writing process: planning, supporting, rewriting, analyzing, proofreading, and editing. This course will also require critical reading and writing. (Prereq: Placement Assessment)

#### HIS 101 – Intro. to Health Information Services – 2 Credits

This course is designed to introduce Health Information Services students to the basic principles and practices of their career. It will include brief overviews of all the courses and job responsibilities that are needed to study and work in Health Information Services. This will include learning and understanding the terminology associated with working with patient information as well as the laws and guidelines concerning confidentiality and professional ethics associated with a career in this area. There will be tours, guest speakers and other exploration activities to familiarize the students with a good, basic, over-all knowledge of health care and how it relates to Health Information Services.

### HIS 119 – Computerized Health Systems – 3 Credits

This course provides the student with a good basic understanding of how the computer is used in the health care industry to process information. It will allow the student to have hands-on experience with managing computerized systems that allow entry for record keeping and documentation in the many hospital departments that contribute to the patient's health experience. These include therapeutic, diagnostic, treatment, business, patient care and all other departments that are a part of the health care delivery system. It will allow the student to more easily adapt to the individual computer systems used by agencies involved in health care.

### HIS 121 – Insurance/Billing/Coding – 3 Credits

This course allows students to perform basic diagnostic and procedural coding according to nationally accepted guidelines. It will give them a basis for performing coding skills for reimbursement and documentation in the world of work. The course also offers a good overview of billing and reimbursement for Medicare, Medicaid, and a variety of other payment systems and providers. It will also provide the student with the skills to communicate with agencies involved in patient financial services.

### HIS 122 – Techniques and Transcription – 3 Credits

This course provides the student both lecture and lab experiences with the use of communication equipment, reception and basic skills needed to perform the non-patient care activities of a facility. It also allows the student to continue to become increasingly skilled in keyboarding techniques and procedures as they apply to medicine, medical terminology and the utilization of actual medical dictation.

#### HIS 124 – Patient Flow and Patient Services – 2 Credits

This course is designed for the prospective Health Information Services employee to learn the attitudes, professionalism, leadership and dependability required to be successful in this career. This course will give the student a better understanding of the significance of the patient experience to that individual, and how their behavior plays a big part in that experience. It also provides the student both lecture and lab experiences in scheduling both staff and patients. It will familiarize the student with the different departments in the health care setting and the procedures and treatments provided by these departments. Customer service will be a primary theme of this course.

#### HIS 130 – Clinical Preceptorship – 6 Credits

This course provides approximately 240 hours of Health Information Services clinical experience at an affiliated health care facility where the student will be supervised by an assigned employee working in the department. They will be under the supervision of the manager of that department. There will be some flexibility allowed as to the type of health care delivery system the student chooses. The program advisor will coordinate the clinical schedules and manage the clinical evaluations.

#### CODE 124 – Disease Processes – 3 Credits

This course will initiate the student into clinical medicine through the study of common human diseases and conditions that affect the body as a whole as well as individual organs and systems. The following factors will be included: prevention, etiology, sign and symptoms, diagnostic and treatment measures, prognoses and the use of medical references for research and verification.

#### CODE 130 – Surgical/Laboratory Processes – 3 Credits

This course will provide students with an understanding of basic surgical and laboratory processes. With this knowledge, students will be able to accurately code and bill these procedures for reimbursement within a healthcare facility.

#### CODE 127 – Coding I – 4 Credits

Introduces students to the medical coding guidelines and regulations for reimbursement as they apply to the medical profession. Knowledge of ICD-9-CM coding guidelines, conventions, and format will be acquired.

#### HC 201 – Advanced Med Term – 3 Credits

This course focuses on the medical terms and concepts necessary to understand the anatomy of each body system and its pathology. The students will gain skills necessary to communicate with other health care providers and patients.

#### SPCM 101T – Fundamentals of Speech – 3 Credits

Based on the study of communication theory as applied to public speaking. The goals are to improve the student's public speaking and listening skills. Experiences in the class range from developing speech outlines, researching topics, and practicing delivery techniques for an informative, persuasive, and panel discussion assignment.

#### SOC 150T – Social Problems – 3 Credits

A sociological analysis of the causes and proposed solutions of contemporary social problems confronting society today. The class promotes student involvement in discussing the subject matter. It is designed to encourage debate and to get students to consider different positions or viewpoints with regard to social issues.

#### CODE 228 – Coding II – 3 Credits

Coding II is the study of current procedural terminology (CPT/HCPCS) system. The student will apply medical coding guidelines for office visits, services, and procedures performed in a medical office setting.

#### CODE 228L – Coding Lab – 2 Credits

Students will be exposed to accurate case studies and medical reports and gain "hands on" experience coding office visits, services and procedures performed in a healthcare facility using CPT/HCPCS guidelines and regulations.

#### CODE 250 – Coding/Reimbursement/Revenue Cycle – 4 Credits

This course will provide students with an understanding of the process of reimbursement from the point of service to the billing statement or claim form. Procedures needed for accurate documentation of inpatient and outpatient coding will be explored and practiced as well as exposure to the financial reimbursement of an institution or clinic.

#### CODE 260 – Compliance/Regulations – 2 Credits

This course will provide students with an understanding of the formal policies, rules and procedures that serve as a guide to performing coding and billing functions. Students will be exposed to regulations and policies, facility-specific documentation, payer-provider contracts and regulations along with contractual arrangements for consultants and outsourcing services. Students will also gain an understanding of coding protocols necessary to eliminate coding errors and resulting reimbursement problems.

#### PSYC 101T – General Psychology – 3 Credits

Provides the student with an introduction to the basic psychological processes underlying human behavior. Topics include the functions of the brain and nervous system, the characteristics of sensation, perception and altered states of consciousness, learning and memory, the nature of thinking skills and intelligence, theories of motivation, emotion and personality, a survey of psychological disorders and approached to therapy, social/interpersonal relations, and practical applications.

#### MATH 115 – College Math – 3 Credits

A course covering the concepts and applications of mathematics, that includes: the arithmetic order of operations, percent problems, descriptive statistics and graphing, algebraic manipulations, solving linear equations, formula rearrangement, word problems, measurement, and applied plane and solid geometry. This course satisfies the institutions general education requirements for mathematics, but it is not a transfer course.

**Appendix C - Letters of Support**

October 4, 2012

Jeff Holcomb, President  
Southeast Technical Institute  
2320 N Career Ave  
Sioux Falls, SD 57107

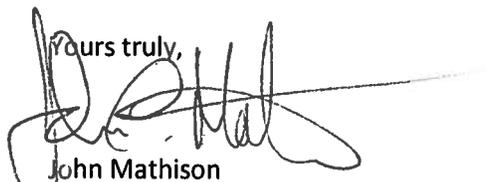
RE: Letter of Support for the Southeast Technical Institute Coding Program

Thank you for the invitation to provide a letter of support for Southeast Technical Institute's pursuit of a Coding Program for the Sioux Falls region. As the Assistant Vice President of Medical Specialty Clinics, my colleagues and I support Southeast Technical Institute program coordinator's willingness to start a Coding Program in order to meet the employment demands of our organization.

The Health Information Management department progressively changes to meet the needs of the community, our organization, and our employees and we are excited that you are willing to help us meet those needs by starting up a coding program.

We believe this to be a "win-win" venture for both Southeast Technical Institute and the medical facilities of Sioux Falls and surrounding regional facilities.

Yours truly,



John Mathison

Assistant Vice President of Medical Specialty Clinics

October 4, 2012

Jeff Holcomb, President  
Southeast Technical Institute  
2320 N Career Ave  
Sioux Falls, SD 57107

RE: Letter of Support for the Southeast Technical Institute Coding Program

Thank you for the invitation to provide a letter of support for Southeast Technical Institute's pursuit of a Coding Program for the Sioux Falls region. As the Assistant Vice President of Specialty Clinics, my colleagues and I support Southeast Technical Institute program coordinator's willingness to start a Coding Program in order to meet the employment demands of our organization.

The Health Information Management department progressively changes to meet the needs of the community, our organization, and our employees and we are excited that you are willing to help us meet those needs by starting up a coding program.

We believe this to be a "win-win" venture for both Southeast Technical Institute and the medical facilities of Sioux Falls and surrounding regional facilities.

Yours truly,



Mark Vortherms  
Assistant Vice President of Specialty Clinics

October 4, 2012

Jeff Holcomb, President  
Southeast Technical Institute  
2320 N Career Ave  
Sioux Falls, SD 57107

RE: Letter of Support for the Southeast Technical Institute Coding Program

Thank you for the invitation to provide a letter of support for Southeast Technical Institute's pursuit of a Coding Program for the Sioux Falls region. As the Regional Administrator for Managed Facilities, my colleagues and I support Southeast Technical Institute program coordinator's willingness to start a Coding Program in order to meet the employment demands of our organization.

The Health Information Management department progressively changes to meet the needs of the community, our organization, and our employees and we are excited that you are willing to help us meet those needs by starting up a coding program.

We believe this to be a "win-win" venture for both Southeast Technical Institute and the medical facilities of Sioux Falls and surrounding regional facilities.

Yours truly,



Dale Gillogly

Regional Administrator for Managed Facilities

October 4, 2012

Jeff Holcomb, President  
Southeast Technical Institute  
2320 N Career Ave  
Sioux Falls, SD 57107

RE: Letter of Support for the Southeast Technical Institute Coding Program

Thank you for the invitation to provide a letter of support for Southeast Technical Institute's pursuit of a Coding Program for the Sioux Falls region. As a Regional Administrator, my colleagues and I support Southeast Technical Institute program coordinator's willingness to start a Coding Program in order to meet the employment demands of our organization.

The Health Information Management department progressively changes to meet the needs of the community, our organization, and our employees and we are excited that you are willing to help us meet those needs by starting up a coding program.

We believe this to be a "win-win" venture for both Southeast Technical Institute and the medical facilities of Sioux Falls and surrounding regional facilities.

Yours truly,



Ryan Vanden Bosch  
Regional Administrator

October 11, 2012

Mr. Jeff Holcomb, President  
Southeast Technical Institute  
2320 North Career Avenue  
Sioux Falls, SD 57107

Dear Mr. Holcomb:

I am John Healy, Vice President of Primary Care at Avera Medical Group McGreevy. I am writing this letter in support of Southeast Technical Institute's intent to provide a Coding Diploma program in 2013.

Due to the complex structure of ICD-9 and soon to be ICD-10 codes, professional medical coders with the skills necessary to maintain accurate medical coding are essential in providing for the health care needs of Sioux Falls and the surrounding communities.

These individuals with a strong skill set of medical terminology, anatomy, and pathology knowledge and effective use of medical coding software and knowledge of electronic health records navigation are needed to correctly code patient medical information and to maintain accurate medical coding and billing functions in a medical facility.

Thank you for your consideration and please do not hesitate to contact me should you have questions regarding this letter.

Sincerely,



John J. Healy  
VP Primary Care  
Avera Medical Group McGreevy  
1200 South 7<sup>th</sup> Avenue  
Sioux Falls, SD 57105  
(605) 336-2140

sls

cc Sue Knoblock  
Donna Schenkel



Avera Medical Group McGreevy  
Business Office  
P.O. Box 86430  
Sioux Falls, SD 57118-6430  
(605) 322-4900

October 8, 2012

Jeff Holcomb, President  
% Southeast Technical Institute  
2320 N Career Ave  
Sioux Falls, SD 57107

RE: Letter of Support for the Southeast Technical Institute Coding Diploma Program

Thank you for the invitation to provide a letter of support for Southeast Technical Institute's pursuit of a Coding Diploma Program for the Sioux Falls region. As the Accounting Manager for Avera Medical Group McGreevy, my colleagues within the Avera system and I support Southeast Technical Institute program coordinator's willingness to create a coding program in order to meet the employment demands of our organization.

With the frequent and ongoing changes occurring in the healthcare industry, our organization is pleased that you are willing to help us meet the professional procedural and diagnosis coding requirements by restarting coding education. Avera Medical Group McGreevy has hired graduates from Southeast Technical Institute's previous program, and has been pleased with their work performance.

We believe this to be a "win-win" venture for both Southeast Technical Institute and the medical facilities of Sioux Falls and surrounding regional facilities.

Sincerely,

A handwritten signature in cursive script that reads "Sue A. Knoblock".

Sue A. Knoblock  
Accounting Manager  
Avera Medical Group McGreevy

/sk

[www.AveraMcGreevy.org](http://www.AveraMcGreevy.org)

**7th Avenue**  
1200 South 7th Avenue  
Sioux Falls, SD 57105-0998  
(605) 336-2140

**West 41st Street**  
6000 West 41st Street  
Sioux Falls, SD 57106-3012  
(605) 361-7208

**Southeastern Avenue**  
3400 South Southeastern Avenue  
Sioux Falls, SD 57103-7184  
(605) 371-1866

**69th & Western**  
1910 West 69th Street  
Sioux Falls, SD 57108-5612  
(605) 322-5200

**69th & Minnesota Pediatrics**  
116 West 69th Street  
Sioux Falls, SD 57108-6418  
(605) 322-1530

**West Benson Road**  
4011 West Benson Road  
Sioux Falls, SD 57107-0104  
(605) 322-1500

**Brandon**  
1101 Holly Boulevard  
Brandon, SD 57005-1426  
(605) 582-3853

**Salem**  
740 South Hill  
Salem, SD 57058-8760  
(605) 425-2855

**Tea**  
725 Figzel Court, Suite 100  
Tea, SD 57064-2276  
(605) 368-9899

**Harrisburg**  
220 South Cliff Avenue, Suite 120  
Harrisburg, SD 57032-2117  
(605) 213-8000

**Larchwood**  
916 Holder Street  
Larchwood, IA 51241-7796  
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**Dawley Farm**  
1035 South Highline Place  
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Sanford Surgical Associates  
Surgical Tower  
1508 W 22nd Street, Suite 101  
Sioux Falls, SD 57105-1514  
Ph: (605) 328-3840

Toll Free: 1-800-727-0670  
sanfordhealth.org



October 23, 2012

Jeffrey R. Holcomb, President  
Southeast Technical Institute  
2320 N Career Ave  
Sioux Falls, SD 57107

RE: Letter of Support for the Southeast Technical Institute Coding Program

Thank you for the invitation to provide a letter of support for Southeast Technical Institute's pursuit of a Coding Program for the Sioux Falls region. As the Director of Operations at Sanford Surgical Associates, my colleagues and I support Southeast Technical Institute program coordinator's willingness to start a Coding Program in order to meet the employment demands of our organization.

The Health Information Management department progressively changes to meet the needs of the community, our organization, and our employees and we are excited that you are willing to help us meet those needs by starting up a coding program.

We believe this to be a "win-win" venture for both Southeast Technical Institute and the medical facilities of Sioux Falls and surrounding regional facilities.

Best regards,

A handwritten signature in black ink that reads "Jessica Johnson". The signature is written in a cursive, flowing style.

Jessica Johnson

Donald B. Graham, MD, FACS  
Eric S. Rolfsmeier, MD, FACS  
Gary L. Timmerman, MD, FACS  
Kirke H. Wheeler, MD, FACS  
Dennis J. Glatt, MD, FACS  
Curtis L. Peery, MD, FACS

Matthew J. Sorrell, MD, FACS  
Thav Thambi-Pillai, MD, FACS  
Matthew D. Tschetter, MD  
William F. Kendall Jr., MD  
Jesse L. Dirksen, MD  
Karla Statema, PA-C

Donna Dickey, CNP  
Tracy Sorenson, CNP  
Kristin Turek, CNP  
Leslie Plooster, CNP  
Marilyn Ruhlman, PA-C  
Brooke Brusseau, CNP  
Brittany Mollet, PA-C

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Dedicated to the work of  
health and healing