

COLLEGE OF SOUTHERN NEVADA

Medical Coding

Certificate of Achievement

Fall 2021 Selection Criteria

Qualified applicants must have a minimum cumulative prerequisite GPA of 2.0 or higher. Applicants will then be selected through the following point system:

- **CUMULATIVE PREREQUISITE GPA (possible 7 points):**
 - 2.00 – 2.49 = 1 pt
 - 2.50 – 2.99 = 3 pts
 - 3.00 – 3.49 = 5 pts
 - 3.50 – 4.00 = 7 pts

- **Completion of unrestricted Health Information Technology Coursework (possible 2 points):**
(1 point awarded for each course successfully completed with a grade “C” or better)
 - HIT 105B (grade ____)
 - HIT 119B (grade ____)

- **Health Care Work Experience (2 points):**
(At least 1 year within the last two years)
 - Documentation completed by employer indicating work responsibilities and length of employment must be supplied.
 - On letterhead
 - Date letter was written
 - Student’s name
 - Location of work
 - Date work began and ended
 - Number of hours completed
 - Specific job duties
 - Supervisor’s contact information
 - Supervisor’s signature

- **Volunteer Work in the Medical Field (1 point):**
(Completed volunteer work in the medical field consisting of a minimum of 40 hours in the previous 12 months.)
 - Note: Letter from the organization(s) where volunteer work was performed must specifically include the following:
 - On letterhead
 - Date letter was written
 - Student’s name
 - Location of volunteer work
 - Date volunteer work began and ended
 - Number of volunteer hours completed
 - Specific job duties
 - Supervisor’s contact information
 - Supervisor’s signature

- **CCSD CTE Program Completion (1 point) (provide certificate)**

- **Total Possible Points (13 points): _____**