

# HIGHER CERTIFICATE IN DIAGNOSTIC AND PROCEDURAL CODING

## Programme Description

This one-year programme leads to a student being awarded a Higher Certificate in Diagnostic and Procedural Coding on successful completion of the programme.

Programme content:

- Module 1: Professional Practice
- Module 2: Anatomy 1
- Module 3: Physiology 1
- Module 4: Fundamentals of Clinical Coding
- Module 5: Diagnostic and Procedural Coding Science
- Module 6: Health Information Science

## Admission Requirements

### NEW SENIOR CERTIFICATE

From 2008 (compulsory subjects) and minimum rating scale:

- Grade 12, at an NQF level 4, with minimal requirements for admission to higher certificate studies, as gazetted for higher education
- English level 4
- Life (Biology) or Physical Science level 3
- Mathematics Literacy level 4 **or** Mathematics level 3
- Minimum of 19 points (20 points if Mathematical Literacy applies), excluding Life Orientation
- Computer Literacy (NQF Level 3) will serve as a recommendation

### OLD SENIOR CERTIFICATE

Before 2008 (compulsory subjects) and minimum rating scale:

- Grade 12 with an aggregate of 950 marks or higher
- English with a min mark of HG symbol D or SG symbol C
- Life (Biology) or Physical Science with a min mark of HG symbol E or SG symbol D
- Mathematics with a min mark of HG symbol E or SG symbol D
- Computer literacy (NQF Level 3) will serve as a recommendation

### NATIONAL VOCATIONAL CERTIFICATE

National Vocational Certificate, equivalent to Grade 12 at a NQF level 4.

- English level 5
- Life (Biology) or Physical Science level 4
- Mathematics Literacy level 5 or Mathematics level 4
- Minimum 24 points (25 points if Mathematical Literacy applies), excluding Life Orientation
- Computer Literacy (NQF Level 3) will serve as a recommendation

## Programme Outcomes

The graduate with the qualification Higher Certificate in Diagnostic and Procedural Coding will have the necessary the foundational skills, knowledge, attributes and applied competencies to enable them to render a service as a Clinical Coder in the Healthcare industry. The graduate will be equipped to: systematically access, critically analyse and evaluate existing data in the field of Clinical Coding; allocate diagnostic and procedural codes; collect data; supervise of data collection, data auditing, data capturing and elementary data analysis.

## Programme Duration

One academic year

## Target Group

Grade 12 Students // NVC level 4 Primary Health Students

Mediclinic employees interested in doing a formal clinical coding programme

## Format of Tuition

Teaching is contact-based, using problem-solving and self-study in healthcare settings. Professional personnel, in simulated and real-life settings, accompany training. The curriculum is outcomes-based.

## Language of Instruction

English

## Applications

Visit the Mediclinic website at:

<https://careers.mediclinicstudents.co.za/>

The following will be required as soon as the application system opens: required:

- Short CV
- Certified copy of grade 12 certificate or grade 11 academic results
- Certified copy of the front page of the ID book
- Proof of non-refundable application fee paid
- Proof of SA study visa, if applicable

## Fees and Funding

Mediclinic Higher Education determines the fees annually. The fees (including uniforms) are subject to change and are published on the Mediclinic website

## THE RPL APPLICANT HAS TO MEET THE FOLLOWING MINIMUM REQUIREMENTS:

- Have a valid Matric (grade 12) with admission to a Higher Certificate or equivalent with the required APS-score (as indicated) or old senior certificate: D-aggregate (950 marks).
- If a candidate does not have one of the following subjects: Biology (Life science) or Physical Science (on a Grade 12 level), he/she can apply for entrance to the programme via RPL, if:
  - 25 years and older
  - Have a minimum of 5 years of operational experience in healthcare
  - Write and pass the relevant RPL course
- Submit a motivational letter from his/her employer, if applicable

**Note:** A candidate can RPL only one subject

Payment of a non-refundable application fee.

Recognition of prior learning is based on criterion-referenced assessment of students with healthcare-related experience, if applicable.

Applicants will also undergo psychometric testing and an interview as part of the selection process.

You will have to travel to the learning centre in Bellville for the theoretical instructions and Mediclinic Corporate Office/hospital (s) for experiential learning.

## Programme Timetable

Invitation for Applications	Closing Date for Applications	Commencement of Programme
N/A	1 May to 30 June	January

## Rules and Requirements

- Students must have an average mark of 50% for all modules to gain entrance to examinations.
- An examination mark of 50%, for each module (except module 4), is required to pass the examination.
- An examination mark of 70% is required to pass the module 4 examination – The module 4 year mark falls away. The examination mark is the 'Final Pass' mark for Module 4.
- Competency must be achieved in all required formative and summative practical assessments.
- Students will need to fulfil all requirements to complete the study year and be awarded the final qualification.
- A supplementary examination will be granted for each module.
- Students may maintain credit/s for modules passed if they have to repeat a module.
- Mediclinic will place students for the clinical component of the programme.
- All students must work a 40-hour week minimum to qualify.
- 13.33 hours per month of vacation leave (159.96 hours per year) will be granted during the programme (according to the rotation schedule).
- 96 hours of sick leave will be granted per year.
- 24 hours (3 days) special leave will be granted per year (only applicable after completion of 4 months of the programme).
- If not all the practical requirements can be met in the student's work setting, he/she will be placed in another facility by the programme coordinator.
- Mentoring is provided by the educator/facilitator and mentors.

The student must provide:

- Evidence of practical competence
- A complete portfolio of evidence (PoE)

### *Fees and Funding, continue*

A registration fee of 50% of the total annual fee is required. A second payment of 50% is due by the end June. No students will be awarded a certificate, on successful completion of studies, if there are any outstanding fees.

*Mediclinic will allocate a certain number of bursaries each year (this is only applicable to SA citizens).*

Bursary students will also be provided a stipend to assist with living expenses, though students are expected to arrange accommodation and transportation to and from the various clinical facilities.

Self-funded students are responsible for the cost of any prescribed and recommended books.

Other institutions requesting training for their employees will be invoiced prior to programme commencement.

### **Contract**

Students will be expected to sign a contract with Mediclinic; bursary students will have to work back a period equal to the length of the programme on successful completion. If a bursary student does not complete the programme successfully, he/she will be liable for the programme costs and administration costs.

*Student information will be shared with legislative bodies and be used for BBBEE purposes.*

### **Code of Conduct**

All students are subject to the Mediclinic grievance procedures and the disciplinary code that governs workplace conduct.

Policies and procedures are available to deal with student appeals and complaints

### **Student Support Services**

#### Support Facilities

Library, computer room, simulation room.

#### Support Services

We have an academic support system in place. The system includes assisting with study methods and providing professional counselling to students.

## Mission Statement

Our mission is:

- To deliver measurable quality training outcomes, governed by sound educational principles, evidence-based practice and adherence to legislation.
- To contribute to the development of skills relevant to healthcare service delivery nationally.

We have INCON clinics in the hospitals where students are referred if professional counselling is required or assistance needed with health and wellness needs.

Policies and procedures are in place to deal with student disabilities.

## Institution

Mediclinic (Pty) Ltd Private Higher Education Institution

Corporate Office: Mediclinic (Pty) Ltd Offices, PO Box 456, Stellenbosch, 7599 Strand Road, Stellenbosch, 7600. T+27 21 809 6500. F +27 21 809 6756

Mediclinic (Pty) Ltd is a registered company operating in the private healthcare industry. Company registration number 1969/009218/07. Mediclinic (Pty) Ltd is registered with the Department of Higher Education and Training until 31 December 2025 as a private higher education institution under the Higher Education Act, 1997. Registration certificate no. 2008/HE07/006.

The programme, Higher Certificate in Diagnostic and Procedural Coding, is accredited by the Council on Higher Education (CHE) and registered with the Department of Higher Education and Training (DHET) and the South African Qualifications Authority (SAQA).

The programme is available at the following skills registered Mediclinic Learning Centres:

Cape Region		Clinical placement
Tijgerpark 1 Willie van Schoor Drive Bellville 7530	Tel: (021) 943 6000 Western Cape Learning Centre Manager: J Olivier (Registered Nurse with Education qualification)	Mediclinic Hospitals (Western Cape), Mediclinic Corporate Office (Clinical Coding Department) and learning centre

## Names and Qualifications of Academic Staff / Operational Staff

Name	Learning Centre Location	Qualifications:		Full Time
		Registered Nurse	Nursing Education	
Mentors	Mediclinic Hospitals and Corporate Office	✓		✓
Le Grange, R	Cape			Part-time
Nel, N	Cape	✓	✓	✓
Olivier, J	Cape	✓	✓	✓
Van der Merwe, M	Cape	✓	✓	Part-time