

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

National senior certificate

- Grade 12 with minimal requirements for admission to higher certificate studies, as gazette for higher education, with an average of 50%
- Life or physical science subject at NQF Level 4 with a minimum mark of 40%
- Mathematics at NQF Level 4 with a minimum mark of 40% or Mathematics Literacy at NQF Level 4 with a minimum mark of 50%
- English at NQF Level 4 with a minimum mark of 40%
- Computer Literacy at NQF Level 3 with a minimum mark of 40% will serve as recommendation

National vocational certificate

- National Vocational Certificate. equivalent to Grade 12, with an average of 55%
- Life or physical science subject or at QF Level 4 with a minimum of 50%
- Mathematics at NQF Level 4 with a minimum of 50% or Mathematics Literacy or NQF Level 4 with a minimum of 60%
- English communication Skills at NQF Level 4 with a minimum of 50%
- Computer Literacy at NQF Level 3 with a minimum mark of 50% will serve as a recommendation

Old Senior Certificate

- Grade 12 with D-aggregate (950 marks)
- Grade 12 Life (Biology) or physical science subject with a minimum mark of 40% (higher grade) and 50% (lower grade)
- Grade 12 Mathematics with a minimum mark of 40% (higher grade) and 50% (lower grade)
- Grade 12 English with a minimum mark of 40% (1st or 2nd language)
And
- Computer Literacy at NQF Level 3 with a minimum mark of 40% will serve as a recommendation

Recognition of Prior Learning

Applicants who do not meet the minimum admission requirements can apply for access to the programme via Recognition of Prior Learning (RPL). The RPL applicant has to meet the following minimum requirements:

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 analyze and evaluate exiting 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 health care settings. Professional personnel, in simulated and real life settings, accompany training. The curriculum is outcomes-based.

Language of Instruction

English

Applications:

Visit 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

- Have a valid Matric (grade 12) with admission to a Higher Certificate or equivalent with 50% average or old senior certificate: D-aggregate (950 marks)
- If a candidate does not have one of the following subjects: Biology (Life Sciences)/Physical Science (on a Grade 12 level), he/she can apply for entrance to the programme via RPL, if:
 - 25 years old or older
 - Have a minimum of 5 years operational experience in healthcare
 - Write and pass the relevant RPL course

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 – 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 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.

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. A registration fee of 50% of the total annual fee is required. A second payment of 50% is due by 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.

- Mentoring is provided by the educator/facilitator and mentors.

The student must provide:

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

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.

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 2023 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 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	✓		✓
Dr Van Zyl, AE	Corporate Office	✓	✓	✓
Le Grange, RP	Cape			Part-time
Nel, N	Cape	✓	✓	✓
Olivier, J	Cape	✓	✓	✓
Van der Merwe, M	Cape	✓	✓	Part-time

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. 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.