

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 upon successful completion.

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, which meets the minimum requirements for admission to higher certificate studies, as gazetted for higher education;
- English level 4;
- Life Science (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 minimum mark of HG symbol D or SG symbol C;
- Life Science (Biology) or Physical Science with a minimum mark of HG symbol E or SG symbol D;
- Mathematics with a minimum 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 an 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 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

Gr 2 Students / NVC level 4 Primary Health Students and 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 Gr 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

THE RPL APPLICANT HAS TO MEET THE FOLLOWING MINIMUM REQUIREMENTS:

- Hold a valid Matric (Grade 12) with admission to a Higher Certificate or equivalent, with the required APS score (as indicated), or an old senior certificate with a 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), they 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 their employer, if applicable.
- 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 need to travel to the learning centre in Bellville for the theoretical instruction and to the Mediclinic Corporate Office or hospital (s) for experiential learning.

Fees and Funding

Mediclinic Higher Education determines the fees. The fees are subject to change and are published on the Mediclinic website. The study fee payment structure is as follows: 25% of the total annual fees is required before the commencement of the programme. A second payment of 25% is due by the end of March. The full balance is due by the end of June.

A candidate will not be allowed to commence with the programme if the registration fee is not paid in full. No student will be allowed to progress to the following study year 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.

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

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% or higher in all modules to be eligible to take examinations.
- A mark of 50% or higher is required for each module (except Module 4) 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 must 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 retain credit for modules passed if they need to repeat a module.
- Mediclinic will place students in the clinical component of the programme.
- All students must work a minimum of 40 hours per week 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).

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

- Ninety-six (96) hours of sick leave will be granted per year.
- Twenty-four (24) hours (approximately 3 days) of special leave will be granted per year (applicable only after completion of 4 months of the programme).
- If not all the practical requirements can be met in the student's work setting, they 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)

Mission Statement

Our mission is:

- To deliver measurable training outcomes, governed by sound educational principles, and evidence-based practice while adhering to legislation and quality standards
- 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 2025 as a private higher education institution under the Higher Education Act, 1997. Registration certificate no. 2008/HE07/006.

The Higher Certificate in Diagnostic and Procedural Coding programme is accredited by the Council on Higher Education (CHE), registered with the Department of Higher Education and Training (DHET), and recognized by 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

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 and 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.

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