

ESSENTIAL SKILLS & ABILITIES – MEDICAL CODER PROGRAM

- **TECHNICAL SKILLS:**
 - Basic data entry and computer skills
 - Analyze and tabulate health information
 - Assign correct ICD-9 and CPT coding guidelines for reimbursement
 - Knowledge and understanding of medical terminology and anatomy and physiology
- **COMMUNICATION SKILLS;**
 - Ability to interact professionally with physicians and other health professionals
 - Receive, organize, prioritize and transmit information
- **LEGAL & ETHICAL CONCEPTS:** Responsibility for ensuring confidentiality of patient's personal & financial information