

UNIVERSITY DIPLOMA IN CODING HEALTH INFORMATION**Main Language of Instruction:**French ☐ English ☒ Arabic ☐**Campus Where the Program Is Offered:** CSM**OBJECTIVES**

The University Diploma in Coding of Health Information introduces participants to the principles and practice of medical coding, which involves translating clinical information into standardized codes according to national and international guidelines. The program emphasizes the role of clinical coding in creating a common language among healthcare stakeholders, supporting accurate documentation, reimbursement, data analysis, research, and predictive health modeling. It also strengthens participants' ability to ensure coding accuracy, compliance with coding standards, and proper medical billing practices, while highlighting the importance of ethical management of medical records and adherence to regulatory requirements, including the ICD-10 WHO classification and the Lebanese coding systems for diseases and procedures.

PROGRAM LEARNING OUTCOMES (COMPETENCIES)

- Understand the principles, purpose, and importance of clinical coding in healthcare systems and health information management.
- Apply international and national coding standards, including the ICD-10 WHO classification and relevant Lebanese coding systems for diseases and medical procedures.
- Accurately translate clinical documentation into standardized diagnostic and procedural codes using appropriate coding guidelines.
- Ensure consistency, completeness, and specificity in medical coding to support accurate clinical records, billing, and reimbursement processes.
- Analyze medical records and identify relevant clinical information required for proper coding and health data quality.
- Apply coding rules and regulations in compliance with healthcare reimbursement systems and payer requirements.
- Recognize and address coding errors and inconsistencies to improve data quality and reduce claim rejection risks.
- Apply ethical principles and confidentiality standards in the management and coding of health information.

ADMISSION REQUIREMENTS

Admission to the University Diploma in Coding of Health Information at the Higher Institute of Public Health follows the admission requirements of Saint Joseph University of Beirut (USJ).

The program is designed for healthcare professionals and health-related practitioners interested in clinical coding, health information management, and healthcare data standardization. A basic understanding of computer applications and familiarity with healthcare documentation are recommended. Preference may be given to candidates with professional experience in healthcare institutions, health administration, or related technical and support functions.

PROGRAM REQUIREMENTS

Required courses for students with an administrative background (4 Cr.): Anatomy of the Human Body (2 Cr.), Physiopathology of the Human Body (2 Cr.)

15 Credits: Required Courses (15 credits)

Required Courses (15 Cr.)

Coding Other Medical Services (1 Cr.), Medical Records and Ethics (1 Cr.), Excel (1 Cr.), Medical Billing and Reimbursement (1 Cr.), ICD-10 Coding Basic Guidelines (4 Cr.), ICD-10 Coding Body Systems' Guidelines (5 Cr.), Procedures Coding (2 Cr.)



COURSE DESCRIPTION

496ANCHF1	Anatomy of the Human Body	2 Cr.
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This course provides participants with a comprehensive overview of the structure and organization of the human body, covering the main anatomical systems and their components. It introduces the terminology and foundational concepts required to understand body regions, organs, and systems, with emphasis on their relevance to clinical documentation and medical coding. The course supports participants in accurately interpreting medical records and strengthening their understanding of clinical language used in healthcare practice.

496PHYSF1	Physiopathology of the Human Body	2 Cr.
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This course introduces the fundamental principles of pathophysiology, focusing on the functional changes that occur in the human body as a result of disease processes. Participants will explore how normal physiological mechanisms are altered across major body systems, with emphasis on the causes, development, and progression of common diseases. The course supports a deeper understanding of clinical conditions, enabling accurate interpretation of medical documentation in the context of healthcare practice and coding.

496CDBF2	Coding Other Medical Services	1 Cr.
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This course introduces participants to the coding of additional medical services beyond diagnoses and procedures, including other healthcare-related activities. Participants will learn how to interpret clinical documentation and apply appropriate coding guidelines to ensure accurate representation of services provided. The course emphasizes completeness, standardization, and compliance with coding systems to support reliable health information, billing, and reporting.

496DDPEF2	Medical Records and Ethics	1 Cr.
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This course introduces participants to the structure, content, and management of patient medical records within healthcare settings, with a focus on their role in clinical documentation and health information systems. It also emphasizes the ethical and legal principles governing the use, confidentiality, and protection of patient information. Participants will develop an understanding of best practices in medical record management, data privacy, and professional responsibility in handling sensitive health information.

496ECODP1	Excel	1 Cr.
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This course develops participants' practical skills in using Microsoft Excel for the organization and management of health data in coding and administrative contexts. Participants will learn how to structure datasets, apply essential formulas, and use basic tools such as tables and charts to support data entry, validation, and reporting. The course emphasizes Excel as a practical tool to enhance accuracy, efficiency, and data handling in health information and coding activities.

496FAREF2	Medical Billing and Reimbursement	1 Cr.
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This course introduces participants to the principles of medical billing and reimbursement systems and their relationship with clinical coding. Participants will learn how coded health information is translated into financial claims and processed within healthcare financing mechanisms. The course emphasizes the importance of coding accuracy, compliance with payer requirements, and understanding reimbursement rules to ensure proper payment, reduce claim rejections, and support efficient healthcare financial management.

496ICDBP2	ICD-10 Coding Basic Guidelines	4 Cr.
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This course gives participants the basic techniques to code diseases according to the ICD-10 WHO conventions and guidelines. It allows them to understand the necessity of clinical coding and to learn how to code by identifying and selecting the principal and additional diagnoses for simple cases. It covers the history, the use, and the format of the ICD-10, as well as the standards used in coding signs and symptoms, health status, patient history, external causes, complications, injuries, poisoning, infections, congenital anomalies, and neoplasm.

496ICDSF2	ICD-10 Coding Body Systems' Guidelines	5 Cr.
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This course gives participants the techniques to code diseases in complex case scenarios related to different body systems according to the ICD-10 WHO guidelines. It allows them to learn how to code by identifying and selecting the principal and additional diagnoses for complex cases. Throughout this module, students will solve problems encountered during the coding process according to the ICD-10 guidelines.

It covers the coding standards related to all ICD-10 chapters for the body's systems, used to code disorders of the nervous, mental, digestive, circulatory, genitourinary musculoskeletal, endocrine, blood, skin, ear, eye and perinatal systems, as well as pregnancy-related conditions.

496CAPTF2	Procedures Coding	2 Cr.
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This course introduces participants to the principles and practices of coding medical and surgical procedures using standardized classification systems. Participants will learn how to interpret clinical documentation and assign accurate procedure codes in accordance with established coding guidelines and national or international standards. The course emphasizes coding accuracy, specificity, and consistency to support clinical documentation, healthcare reporting, and reimbursement processes.