

# **Medical Coding and Billing I**

*(Hot Springs)*

## **Program Description**

Medical billing and coding is an exciting opportunity for enthusiastic people with a keen interest in health information. Medical & insurance terminology, insurance claims completion, procedural & diagnostic coding, anatomy & physiology, medical legal issues, and ICD-9, CPT & HCPCS coding systems are covered in this 80 hour course. This program is designed to prepare the student for an entry level position. Students do not need computer skills to enroll in or complete this class (software is not taught in this course), however, students will need some basic keyboarding skills for an entry level position.

## **Admission Requirements**

Enrollment will not be complete until the following requirements have been met:

1. An application for enrollment form must be completed.
2. A non-refundable \$50.00 registration fee must accompany the application (the fee will be returned if the application is denied.).
3. Applicants need to be at least 16 years old.
4. If the payment schedule option is chosen, the first payment must be paid by the beginning of the course.

## **Tuition and Fees**

There is a \$50.00 non-refundable, non-transferrable registration fee for the medical coding and billing course. Tuition is \$900. The tuition must be paid no later than the following: \$300 due by the first day of class. \$300 due before beginning the fifth week of class. \$300 due before beginning the ninth week of class. Tuition is accrued on a pro-rated basis (see Refund Policy below.).

## **Textbooks/Coding Books**

Students must have the following books for this class. They may be purchased at the school. Textbook sales are final.

1. Insurance Handbook for the Medical Office, 10<sup>th</sup> Ed., Fordney & Marilyn, W. B. Saunders (\$40.00).
2. Student Workbook for the Insurance Handbook for the Medical Office, 10<sup>th</sup> Ed., Fordney & Marilyn, Saunders (\$30.00).
3. Medical Terminology, a Short Course, 1999 by Davi-Ellen Chabner, 4<sup>th</sup> Ed., W.B. Saunders Co. (\$20.00).
4. Insurance Coding Manuals: *ICD-9-CM, CPT, and HCPCS* (\$160.00). Students need to purchase the coding manuals by the third week.

## **Training Location and Class Schedule**

All classroom and lab training will be conducted at the Eastgate Plaza 2212 Malvern Ave., Suite 2, Hot Springs, Ar 71901. Petra Allied Health is a private school complete with classroom, lab and break area. All classroom and equipment needed for training billing and coding students is available at the school. Please call for an appointment to tour the school. The course is offered several times during the year. The current schedule is available at the school.

Classes will not meet on the following major holidays: New Years Day, Martin Luther King Jr. Day, Independence Day, Memorial Day, Labor Day, Thanksgiving Day, and Christmas Day.

# Student Withdrawal/Refund Policy

Students who wish to withdraw from Petra Allied Health's classes and obtain a refund must contact the admissions office. All refunds will be calculated on a prorated basis using the last date a student attended. If a refund is due, it will be mailed to the address on the registration form within 30 days. When a student withdraws, they receive an "incomplete grade" in the class and must re-register to retake the class at a later date. Petra Allied Health, Inc. reserves the right to drop students from class or place them on probation if they do not follow the school policies outlined in this bulletin.

## Faculty

Renee Anderson, RN, BSN is the Vice President of Educational Services. Renee graduated from East Carolina University in 1979 with a baccalaureate degree in nursing and has extensive experience and training in allied health education. She is responsible for the development and evaluation of the training program, and to ensure that all course objectives are being accomplished. The Program Director is Kimberly D. Powell, RN, ADN. Kimberly is responsible for the day to day operations of the medical programs. Kimberly graduated from Crowder College with an associate's degree in nursing.

## National Certification

It is strongly encouraged for students to become nationally certified upon completion of this course. American Allied Health, Inc. is a local organization that offers an entry level national certification for allied health professionals. More information is available in class.

## School Policies

### 1. Attendance:

All students enrolled in Petra Allied Health's classes are expected to have regular and prompt attendance. Students are required to attend a minimum of 85% of the course. In the event of absence students are responsible for contacting their instructor regarding work missed. The instructor is not obligated to make up missed class sessions. Students who are constantly tardy or who do not follow attendance procedures will be put on probation. If a student's progress becomes unsatisfactory because of missed work resulting from irregular attendance, the student will be dropped from the course. Students who are dropped or need to withdraw from class should refer to the "*Student Withdrawal/Refund Policy*" section of this bulletin. Visitors are welcome to make an appointment to tour the school; however, only enrolled students are allowed in the building during class hours. No children are allowed in the school at any time.

### 2. Student Conduct:

Any student whose conduct is unbecoming to accepted professional standards will be subject to probation or dismissal. Under no condition will alcoholic beverages, illegal drugs, or persons under the influence of alcohol or drugs be permitted on school premises. Any violation of this policy will result in dismissal from classes on the first offence. Students engaged in academic dishonesty, stealing, interrupting classes or disturbing normal school operation, profanity, etc, may be dropped from the class.

### 3. Evaluation of Academic Progress:

Students will receive a pass, or fail, or incomplete grade in this course. They must have a 70% average on written tests. A student will be placed on academic probation when his/her cumulative grade point average falls below 70%. The student will be expected to make academic progress or they will be dropped from the course.

### 4. Student Grievance Procedures:

A copy of the student grievance procedure is available in the office upon request and is posted on the school bulletin board. Students wishing to file a complaint may do so by contacting the Program Director in the admissions office or by calling (800) 785-9876 ext. 2 or (501) 627-1906.

### 5. Class Cancellation/Inclement Weather Policy:

Petra Allied Health, Inc. will not be held liable for failure to provide this course if the failure is the result of any cause beyond the control of the school (i.e. civil disruption, natural disaster, etc.). The school reserves the right to postpone classes that do not have enough students registered to be economically feasible. In the event of inclement weather students should watch channel 40/29 or the 40/29 website or Channel 5 news to determine if classes are cancelled.

### 6. Employment Information Assistance:

Sometimes hospitals, clinics, medical billing companies, and diagnostic labs etc. communicate with the school about availability of job positions. Information is passed on to students. Petra Allied Health is glad to communicate with potential employers who would like to know more about the curriculum etc., *however, the school cannot guarantee employment.*

We welcome you to class and we believe your experience here will be a very rewarding one. If you have any further questions please feel free to contact us at (800) 785-9876 ext. 2 or (501) 627-1906.