Medical Insurance Billing and Coding Program Fact Sheet 2024-2025

Program Description
- The Medical Insurance Billing & Coding program is a 1,020 hour certificate program. You will learn billing and coding skills to submit outpatient medical insurance claims for reimbursement for medical procedures and services.

Occupational Outlook[1]
- **Median Pay** = $46,660/year ($22.43/hour)*
- **Job Growth (2021-2031)** = 7% (much faster than average)
  [1] U.S. Bureau of Labor Statistics Occupational Outlook Handbook

Cost
- $9,570 – includes tuition, personal computer, program supplies, and books.
- Financial assistance through grants, scholarships and loans is available for those who qualify.

Program Completion Requirements
- Successful completion of all coursework and program competencies.
- Satisfactory completion of externship experiences.
- Be in compliance with attendance and tardiness policies.

Admission Requirements
Note: Student must be 18 years of age or older, and possess a high school diploma or GED.
1. Complete an Application.
2. Provide a copy of high school transcript or GED certificate.
3. Display ability to succeed in the classroom through one of the following measures (a or b):
   a. Dated within the last 3 years from class start date, one of the following (i-vi):
      i. High School Transcript showing a 2.5 Cumulative GPA or higher.
      ii. GED earned with a score of 145 or higher in Language Arts.
      iii. High School Equivalency Diploma earned with a score of 8 or higher on the Reading section of the HiSet test.
      iv. TEAS test results showing 41.3% or higher score in the Reading section.
      v. Passing TABE score on file at CCSD ACTE.
      vi. College Transcript to be reviewed and approved by the Director.
   b. Take the Adult Basic Education Admissions Test (TABE) and meet the following minimum scores:
      o Reading: 536
      If the minimum score is not achieved, assistance is required through our Adult College & Career Readiness Center (Aspire) before re-test.
4. Complete FBI/BCI background check.
   o No felony convictions for any offense identified in the Ohio Revised Code Disqualifying Offenses (3701-13 05)
   o No more than two (2) misdemeanor convictions within the past seven (7) years for an offense identified in the Ohio Revised Code Disqualifying Offenses (3701-13-05).
5. Complete an interview with school staff.
6. Complete financial aid paperwork.

Class Schedule

- September 3, 2024 – June 17, 2025
- Program Orientation days are on August 28, 2024 and August 29, 2024
- Monday-Thursday (Fridays during practicum).
- 8:30am – 4:00pm. Practicum hours may vary based on work hours of the practicum site.

Program Outline

- Medical Terminology   80 hours
- Anatomy & Physiology   80 hours
- Coding Applications   400 hours
    - ICD-10
    - HCPCS/CPT
- Medical Insurance Billing/Medical Office   215 hours
- Law & Ethics   15 hours
- Basic Math   50 Hours
- Keyboarding/Career Management   40 hours
- Practicum/Shadowing   92 hours
- Success Class/Career Management   48 Hours

Practicum

- Practicum is at the end of the program, and consists of 92 hours including "job shadowing". The practicum is a closely supervised, unpaid assignment in the facility (or online if necessary) which provides for the student's on-the-job practical experience. There may be some "hands on" duties performed at the discretion of the facilitator at the practicum site. The student is required to attend all hours of practicum; If unforeseen circumstances arise in which any time is missed, the student must make up all missed time at the convenience of the practicum site in order to be eligible for graduation.
- Each practicum site may require certain medical exams and immunizations in order to work there. These exams may include, but are not limited to; Drug Screen, TB test, physical, Hepatitis B vaccine, MMR Vaccine/Immunity evidence, Varicella Vaccine/Immunity evidence, influenza vaccine, and TDap.

Certification

- Students will sit for the NCICS (National Insurance and Coding Specialist) Exam or the equivalent thereof. Students may also sit for the Certified Professional Coder exam (CPC) offered by the American Academy of Professional Coders (AAPC) if they meet the required 85% average. A student without two years of coding experience and who passes the CPC test will be granted "CPC-Apprentice" certification. Participation in the Medical Insurance Billing and Coding Program is accepted as one year of experience by AAPC. Documentation of one year of employment with coding experience, following the Program, is required to remove "Apprentice" from the certification.

The above is subject to change dependent upon school and community needs.

***Mission Statement: Our mission is to provide the personal and professional development skills
for our adult learners to obtain industry credentials for career employment in
Northeast Ohio in-demand jobs, and future success in life.***