



Medical Billing and Coding

**Business and Continuing Education
Berry Hall
Temple College
2600 S. First St.
Temple TX 76504**

**254-298-8625
bce@templejc.edu**

Program Information

Program Description

This combined 100-hour billing and coding course offers the skills needed to solve insurance billing problems, manually file claims, complete common insurance forms, trace delinquent claims, appeal denied claims, and use generic forms to streamline billing procedures. The course provides instruction in the following areas: Current Procedural Terminology (CPT); Healthcare Common Procedure Coding System (HCPCS); specialty fields such as surgery, radiology and laboratory; International Classification of Diseases (ICD); and basic claims processes for medical insurance and third party reimbursements.

Certificate

Upon successful completion of the course, students will receive a certificate of completion, and may be qualified to sit for the American Academy of Professional Coders (AAPC) Exam, the Certified Professional Coder Exam (CPC or CPC-H Apprentice), the American Health Information Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other national certification exams.

Course Objectives

Upon completion of this program, students will be able to:

- Learn how to find the service and codes using manuals (CPT, ICD-10 and HCPCS manuals).
- Identify and select the right diagnostic and procedural code for third party insurance reimbursement.
- Be able to complete common insurance forms, trace delinquent claims, appeal denied claims and use generic forms to streamline billing procedures.
- Understand HIPAA and Electronic Data Interchange (EDI).
- Be able to trace delinquent and denied claims, and utilize insurance problem solving.

Employment

Starting pay averages \$13 an hour (U.S. Department of Labor).

Admission Requirements

Individuals must meet the following requirements for admission into the Medical Billing and Coding program:

- Have earned a high school diploma, GED, or High School Equivalency Certificate.
- Be a minimum of 18 years old.

Next Scheduled Class

Course type: Blended Online*

Orientation: Wednesday, January 20, 2021 6:00 p.m.

January 25 – June 25, 2021

Mondays and Wednesdays, 5:45 – 8:45 p.m.

Registration Deadline: Class is limited to 20 students; registration closes when the limit is reached.

**Blended Online – Most course activity is done online, but there are some required face-to-face instructional activities, such as virtual meetings using Microsoft Teams, lectures, discussions, labs, or other in-person learning activities.*

Cost of Program*

Tuition **\$2,139** (includes textbooks)

Refunds will be granted only if requested **before January 27, 2021**.

Payment Plan Option

\$2,169 Total Cost (includes tuition and textbooks, and a \$30 one-time payment plan fee)

The first payment of **\$457.80** is due at the time of registration and includes the one-time \$30 fee; **four additional payments of \$427.80 are due monthly**. Cash payments cannot be used to set up payment plans; payment plans are set up online. Checking and routing information is preferred. Credit and debit card payments are accepted but additional fees apply.

Applying for Financial Aid

Eligible students may receive financial aid for **50%** of the tuition. Apply at www.fafsa.ed.gov.

Student Loans

Student loans may be available through Sallie Mae's Smart Option Student Loan. Call 1-866-439-0993 for more information.

Ways to Register

Registration begins October 12, 2020 and is available online at www.templejc.edu/bce or by appointment. Please call 254-298-8625 or email bce@templejc.edu to schedule your registration appointment.



REGISTRATION FORM

2600 S. First Street, Temple, TX 76504

254-298-8625

www.templejc.edu/bce

bce@templejc.edu

Date: _____ E-Mail Address: _____

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Last Name

First Name

MI

--	--	--	--

Mailing Address

City

State

Zip

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Home Phone #

Work Phone #

****Social Security # or Student ID #**

Date of Birth

*** Temple College ID# or Social Security Number is needed for transcripts or certificates to be issued.*

<input type="checkbox"/> Male	<input type="checkbox"/> Hispanic/Latino	<input type="checkbox"/> White	<input type="checkbox"/> Asian, Oriental, Pacific Islander	How did you hear about us?
<input type="checkbox"/> Female	<input type="checkbox"/> Non Hispanic/Latino	<input type="checkbox"/> Black/African American	<input type="checkbox"/> American Indian/Alaskan Native	
<input type="checkbox"/> International				

Gender Select One

Ethnic Group

(This information will be used in a non-discriminatory manner consistent with applicable civil rights laws)

COURSE TITLE	COURSE CODE	COURSE DATE	FEE

Temple College is an Equal Opportunity Institution. Temple College does not discriminate on the basis of gender, disability, race, color, age, religion, national origin, or veteran status.

PHOTO RELEASE AUTHORIZATION

(Only in the event class-related pictures are taken.)

I acknowledge and consent to the use of my photograph by Temple College in any and all publications, advertising, or website and waive any rights to compensation in any form. Temple College is not required to obtain my permission to reuse or republish this photograph in the future. I understand that the photo(s) if used will be for promotion purposes for Temple College, and I waive any claim to financial remuneration for the use of these photo(s).

Student Signature: _____ Date: _____

REFUND POLICY

Upon written request to the Division of Business and Continuing Education,

- For classes meeting **more than two sessions, a 100% refund will be granted if requested prior to the second class meeting.** After the class has met a second time, no refund will be granted.
- For classes meeting **two sessions or less, a 100% refund will be granted if requested prior to the start of class.**

Courses that incur administrative and materials costs may only be eligible for reduced refunds, depending on costs incurred by the College. An Administrator must approve exceptions to the tuition refund policy.

I, _____, acknowledge that I have read and understand the Temple College Business and Continuing Education Division's Refund Policy.

Signature: _____ Date: _____

Temple College Student Handbook

The Temple College Student Handbook is a source of information which details the many services, resources, and activities available at Temple College. Policies are subject to change. Please refer to www.templejc.edu for the most current policy information. The below excerpts from the handbook are for your review before registering for courses through the Business and Continuing Education Division:

Registration of Vehicles with Free Parking Permits It is the responsibility of each student to obtain a free student vehicle parking permit for each vehicle that he/she intends to operate on campus or to have operated on his/her behalf on campus. This parking permit allows a Temple College student to park in any student or open parking area only. These permits are available at the time of registration and subsequently are available at the Cashier's Office in One College Centre.

1. **Vehicle Registration:** All vehicles parked on the Temple College main campus or any Temple College center by students or other individuals must be properly registered and display a valid parking permit.
2. **Parking Permit Issuance:** Vehicle owners and operators may register vehicles for and obtain free parking permits from the Campus Police Office or designated office location at Temple College Centers.
3. **Registration Information:** In order to obtain a vehicle parking permit, the vehicle registrant must complete a parking permit form and supply a College ID number, the vehicle's make (Buick, Ford, etc.), vehicle type (2dr/4dr, SUV, etc.), model, year, color, and license plate number with state of origin.
4. **Display of Parking Permit:** On automobiles and trucks, the permit must be displayed on the outside of the back glass of the automobile driver's side on the bottom so that the Campus Police can easily scan properly parked vehicles for valid permits. On motorcycles, the permit must be displayed on the rear fender (affixed with adhesive). Permits that are not displayed in the proper location will be ticketed. Any exception to permit placement must be approved, in advance, by the Campus Police Office or appropriate Center designee.

Alcohol and Drugs The possession, use, distribution, or sale of alcoholic beverages, illegal drugs or controlled substances in accordance with 21 USC § 812 - Schedules of Controlled Substances, except on bona fide prescription, on the campus or at any college activity is cause for disciplinary action. This also is true of a student who comes on campus or to a college activity while under the influence of any of these substances. Violations will result in disciplinary action, up to and including, suspension. Temple College has an educational program for all employees and students on the dangers of drug abuse. The College also offers assistance to employees and students in overcoming drug abuse. In order to provide our students, employees, and visitors with a healthier, cleaner, and safer learning and working environment, effective June 1, 2013, Temple College is a Tobacco-Free institution. No tobacco use is permitted in any college facility, in any college vehicle, or on any college property; this includes all buildings, grounds, and sidewalks. This also includes the use of electronic (smokeless) cigarettes. The one exception to this policy is that tobacco use will still be permitted inside the enclosed portion of personal vehicles only.

Harassment Temple College is committed to the principles of equal opportunity and non-discrimination. Each student and employee has the right to work and be educated without discrimination on the basis of gender, race, color, handicap, age, religion, sexual orientation or national and ethnic origin. Harassment of students or employees on the basis of race contributes to a hostile work or learning environment. Temple College unequivocally condemns racist behavior in all forms. The appropriate vice president has the primary responsibility for responding to an accusation or complaint of harassment and will inform the student of complaint, investigation, and resolution procedures during the initial meeting.

Title IX – Sexual Violence and Sexual Assault Sexual violence and sexual assault will not be tolerated at Temple College. Temple College has a Title IX Sexual Violence and Sexual Assault webpage that informs faculty, staff, and students about the prohibition of sexual misconduct, identifies the campus Title IX Coordinator, provides a link to the Title IX Sexual Violence and Sexual Assault policy, and provides community resources information for local agencies that can assist a victim of sexual assault. The link to this webpage can be found at: <http://templejc.edu/resources/campus-police/title-ix-sexual-violence/>

Cell Phone and Other Personal Devices Use of cell phone and other personal devices must be conducted outside Temple College's classrooms, laboratories, testing areas, and the library unless used for academic purposes and approved by the faculty member teaching the class or person responsible for the appropriate area. Violations of the Cell Phone and Other Personal Devices policy will be addressed through the Disruptive Behavior policy.

Disruptive Behavior Disruptive behavior or violence have no place in education. It is imperative that the College provides an atmosphere conducive to learning, which enables the faculty to teach and permits students to engage in advancement of knowledge. Behaviors in class and other learning environments such as sleeping in class, belligerent attitude, ignoring instructor's directions, (e.g. not participating in class group activities), talking at inappropriate times, use of unauthorized personal devices (e.g. gaming, browsing the Internet, texting, listening to music, etc.) may be considered disruptive behavior and may lead to the student being asked to leave the classroom. Failure to comply may result in a faculty member requesting that the campus police remove the student from the classroom.

After the first in class disruptive behavior incident, the faculty member should hold a conference with the student detailing the disruptive behavior and the actions necessary for the learner to remain in class. If the student agrees to the conditions outlined by the faculty member, a conference form detailing the conditions will be sent to the student and to the department chair. If the student violates the conditions stated on the form, the instructor can request that the Vice President of Educational Services remove the student from the class roll. If the student wishes to appeal removal from the classroom, they must follow the Disciplinary Proceedings policy outlined in the Student Handbook at <http://templejc.edu/>.

Academic Integrity

A primary responsibility of higher education is to provide students with the opportunity for inquiry and the freedom to discuss and express their views openly and freely without fear of retaliation or abuse of person or property. Students have an obligation to act in a fair and reasonable manner toward their peers, faculty, staff, administration, and physical property of the College. Violations of college regulations that have been adopted to protect the college community will be subject to academic sanction and/or disciplinary action. This may include, but is not limited to, violations of regulations governing plagiarism, cheating, examination impersonation, submitting a substantially similar paper or project for credit in two (or more) courses unless expressly authorized to do so by your faculty member(s), academic fraud and acts of personal behavior such as sexual harassment, vandalism and substance abuse. The College's policies and processes provide guidance to the individuals charged with administering disciplinary action or academic sanction while outlining the protection to be afforded to students through their right of appeal. Disciplinary authorities are encouraged, whenever possible and appropriate, to settle findings of violation by informal resolution.

Honor Code

On all course work, assignments, or examinations undertaken by students at the College, the following pledge is implied by virtue of admission: On my honor as a student, I have neither given nor received unauthorized aid on this assignment. Violations of the academic integrity policy are purposefully divided into two distinct categories: (1) Basic violations (which result in academic sanctions) and (2) Capital violations (which result in academic sanctions and/or disciplinary action).

I, _____, acknowledge that it is my responsibility to read and understand the policies provided in the student handbook that can be found at www.templejc.edu.

Signature

Date