



#### HOW TO REACH US:

**ADMISSIONS:** 740.568.1900

#### CONTACT:

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#### CAREER OPPORTUNITIES:

- Hospital Facilities
- Ambulatory Facilities
- Patient Access
- Health Insurance Companies
- Medical Billing or Medical Coding Companies
- Education

#### STUDENT OPPORTUNITIES:

Upon successful completion of the Medical Billing and Coding certificate program, students are eligible to sit for the HFMA CRCR certification exam, AHIMA CCA, CCS, and CCS-P coding credential, AAPC CPC coding credential, AAPC CPB credential, and the AMB CMRS credential.

#### IT'S A FACT:

Nearly 70% of Washington State students receive financial aid.

## MEDICAL BILLING AND CODING (MBC)

#### THE PROGRAM:

The Medical Billing and Coding Certificate program is a three-semester, fully online program with credentials built into the program. These medical billing and medical coding credentials will equip you with the knowledge and skills necessary to gain employment. Additionally, this allows you opportunity to gain employment to further your career in the Health Information Management Technology degree or pursue of four-year degree.

Medical billers and medical coders are vital to facilities as they understand insurance contracts, official coding guidelines, and payment models to ensure medical facilities receive the proper reimbursement for services provided to patients. Additionally, they act as patient advocates to ensure patients have been billed for services correctly and medical codes accurately describe procedures performed and types of visits that occur.

#### GRADUATES OF THE PROGRAM WILL BE ABLE TO:

- Demonstrate proficiency in determining diagnosis and procedure codes according official guidelines.
- Demonstrate proficiency in evaluating compliance and regulatory requirements in reimbursement methodologies.
- Demonstrate proficiency in evaluating the revenue cycle process.
- Demonstrate proficiency in identifying processes and technique for both enhancing the patient experience and improving financial performance for the medical facility.
- Demonstrate proficiency in the most cost-effective ways to reduce denials and simplify collections

#### ADMISSION TO THE PROGRAM:

Admission to the Medical Billing and Coding certificate program is limited and admission is made on a selective basis. See the reverse side for admission requirements.

## MEDICAL BILLING AND CODING

GENERAL EDUCATION COURSES			CREDITS
<b>English Composition</b>			
ENGL	1510	English Composition I	3
<b>Computer Applications</b>			
BUSM	1600	PC Applications	3
<b>Natural Science</b>			
BIOL	1300	The Human Body	4
<b>Non-Technical (Basic)</b>			
HLTH	1800	Medical Terminology	3
HLTH	1420	Introduction to Human Disease <b>OR/</b>	<b>3/OR</b>
BIOL	2450	Pathophysiology	3
HIMT	1100	HIMT Legal Issues	2
<b>Health Information Management Technology (MAJOR)</b>			
HIMT	1200	Health Record Management I	3
HIMT	1301	Clinical Classification ICD 10-CM/PCS	3
HIMT	1302	Current Procedural Terminology	3
HIMT	1400	Healthcare Reimbursement	3
HIMT	1500	Advanced Clinical Classification System	3
HIMT	1700	Revenue Cycle and Coding	3

- ❖ **Admission to the Medical Billing and Coding Certificate Program** is limited and awarded on a selective basis.
- ❖ **General admission into the college *does not* grant admission into the program, but General admission into the college is required for program admission.**
- ❖ Applicants are urged to apply early. You must have the following to apply to the MBC certificate program:

### ENTRANCE REQUIREMENTS:

- Complete application for admission to Washington State Community College.
- Must be a high school graduate or possess a GED Certificate.
- Submit an official high school transcript or GED Certificate, and official transcripts from any college(s) attended.
- Complete an application for the **MBC** Certificate program.
- Submit **three (3) non-family** references.
- Successfully completed the one-week free online readiness course. (Starts Monday @ 8:00am and ends Saturday @ 5:00pm every week.
- Completed H.S. Algebra II (or higher) or **MATH 0106**.
- **Cumulative GPA of 2.5 or higher** when applying, and upon program entry.

This program must be completed in a sequence of consecutive semesters (see curriculum).

***A grade of "C" or above is required in all courses.***

### EMPLOYMENT FORECAST:

Nationally and regionally, the future outlook for careers is above the national average. Credentials earned through this program are national credentials, which means you can apply outside the state you reside for employment and have a valid credential.



## **Medical Billing and Coding (MBC) Program Estimated Cost 2021-2023**

\*The following financial information regarding the cost of tuition, books, etc. while enrolled in our five-semester program is only an estimate. ***All costs and fees are subject to change.*** The tuition costs reflect the current in-state charges of \$165.00 per credit hour. Students who reside in Brooke, Hancock, Jackson, Marshall, Ohio, Pleasants, Ritchie, Roane, Tyler, Wetzel, Wirt and Wood Counties, WV are eligible to receive in-state tuition through the reciprocity agreement between Washington State Community College and WVU-P **when they are officially accepted into the MBC program.**

### **Fall Semester 2021**

Credit Hours:	15
Tuition:	\$2,475.00 (\$165/credit hr)
Books:	\$ 520.00
Laptop	\$ 750.00
Lab Fees (AHIMA VLab)	<u>\$ 482.00 (1 year access)</u>
<b>Total Cost Estimate:</b>	<b>\$ 4,227.00</b>

### **Spring Semester 2022**

Credit Hours:	12
Tuition:	\$1,980.00 (\$165/credit hr)
Books:	\$ 442.00
Lab Fees (AHIMA VLab):	<u>\$ -0-</u>
<b>Total Cost Estimate:</b>	<b>\$2,422.00</b>

### **Summer Semester 2022**

Credit Hours:	9
Tuition:	\$1,485.00 (\$165/credit hr)
Books:	\$ 470.00
Lab Fees (HFMA & AAPC Membership; Coding/Billing Certification):	<u>\$ 549.00</u>
<b>Total Cost Estimate:</b>	<b>\$2,504.00</b>

<b>Fall Semester 2021 Estimate</b>		
<b>\$4227</b>	<b>+</b>	<b>\$2422</b>
	<b>+</b>	<b>\$2504</b>
		<b>= <u>\$9,153</u></b>

Connectivity Fee (per online course) \$25  
Connectivity Fee for MBC program: 12 courses x 25= \$300  
Total Cost Estimate for MBC Program (In-State Tuition): \$ 9,453

*\* Some classes may offer or allow utilization of e-books*

Again, this information is only an *estimate of the approximate cost* for *three semesters* and is based on current costs and fees. The estimate does not include a mileage estimate as it is impossible to predict spring clinical rotation assignments at this time.

Prior to entry into the program, a physical exam, lab work, CPR certification, and proof of immunizations are required. Fees for these services vary greatly and it is difficult to estimate, however, the cost should be under **\$300.00**. A criminal background check is required; it is available through Marietta Memorial Hospital at a cost of **\$40.00**.

*All financial aid inquiries may be directed to the Director of Financial Aid.*

Worksheet:

<b>Fall Semester 2021 Textbook Cost</b>	
BIOL 1300	\$0 (This is covered with the HIMT1100 course. Cengage yearly access subscription for \$180)
HLTH 1800	\$ 100
BIOL 2450	\$125
HIMT 1200	\$115.00
HIMT 1100	\$180 (This covers 4 courses through the first year or 12 months.)
<b>Total</b>	<b>\$520</b>

<b>Spring Semester 2022 Textbook Cost</b>	
BUSM 1600	\$ 152
ENGL 1510	\$ -0-
HIMT 1301	\$ -0- Cengage textbook/ 290 coding bundle AAPC
HIMT 1302	\$-0- Cengage /Bundled in HIT 1301
<b>Total</b>	<b>\$442</b>

<b>Summer Semester 2022 Textbook Cost</b>	
HIMT 1500	\$ 100
HIMT 1400	\$ -0- Cengage
HIMT 1700	\$ 185  AHIMA Revenue Cycle Management Best Practices \$95 and Coding Workout \$90
<b>Total</b>	<b>\$470</b>

**MEDICAL BILLING AND CODING CERTIFICATE**  
*One-Year Technical Certificate*

TO BE ELIGIBLE FOR GRADUATION, A STUDENT MUST COMPLETE ALL COURSES LISTED BELOW WITH A PASSING GRADE OF "C" OR BETTER AND MAINTAIN A CUMULATIVE GPA OF AT LEAST 2.0

**STUDENT:** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_

**DATE ENROLLED:** \_\_\_\_\_

<u>GENERAL EDUCATION COURSES (18 credit hours)</u>			CREDITS	SEMESTER TAKEN	GRADE
<b>English Composition (3 Credits)</b>					
ENGL	1510	English Composition I	3	_____	_____
<b>Computer Applications (3 Credits)</b>					
BUSM	1600	PC Applications	3	_____	_____
<b>Natural Science (4 Credits)</b>					
BIOL	1300	The Human Body	4	_____	_____
<b>Non-Technical (Basic) (8 Credits)</b>					
HLTH	1800	Medical Terminology	3	_____	_____
HLTH	1420/OR	Introduction to Human Disease/OR	3	_____	_____
BIOL	2450	Pathophysiology	3	_____	_____
HIMT	1100	HIMT Legal Issues	2	_____	_____
			<b>18</b>	_____	_____
<b>MAJOR Courses (18 credit hours)</b>					
HIMT	1200	Health Record Management I	3	_____	_____
HIMT	1301	Clinical Classification ICD 10-CM/PCS	3	_____	_____
HIMT	1302	Current Procedural Terminology	3	_____	_____
HIMT	1400	Healthcare Reimbursement	3	_____	_____
HIMT	1500	Advanced Clinical Classification System	3	_____	_____
HIMT	1700	Revenue Cycle and Coding	3	_____	_____
			<b>18</b>	_____	_____
			<b>36</b>	_____	_____
			<b>Total Program</b>		

SUBJECT TO CHANGE WITHOUT NOTICE

**MEDICAL BILLING AND CODING CERTIFICATE**  
*One-Year Technical Certificate*

**SEMESTER I (Fall)**

BIOL	1300	The Human Body	(4) 4-0			
HLTH	1420/OR	Introduction to Human Disease/OR	(3) 3-0			
BIOL	2450	Pathophysiology	(3) 3-0	HIMT	1400	Healthcare Reimbursement (3) 3-0
HIMT	1100	HIMT Legal Aspects	(2) 2-0	HIMT	1500	Advanced Clinical Classification System (3) 3-0
HIMT	1200	Health Record Management I	(3) 3-0	HIMT	1700	Revenue Cycle and Coding (3) 2-2
HLTH	1800	Medical Terminology	(3) 3-0			<b>(9)</b>
			<b>(15)</b>			

**SEMESTER II (Spring)**

BUSM	1600	PC Applications	(3) 2-2			
ENGL	1510	English Comp I	(3) 2-2			
HIMT	1301	Clinical Classification ICD 10-CM/PCS	(3) 2-2			
HIMT	1302	Current Procedural Terminology	(3) 3-0			
			<b>(12)</b>			

2021-2022

**Program Total 36**