TO: Persons Interested in the Medical Billing and Reimbursement Program

FROM: Christie Comer, Program Coordinator
Health, Wellness and Public Safety

SUBJECT: Course Announcement

DATE: June 13, 2014

We will offer the Medical Billing and Reimbursement program in Fall 2014. This continuing education program consists of two courses: Medical Terminology (120 hours online format) and Billing and Reimbursement (180 hours hybrid format). These two courses will be taught August 18 – December 12, 2014. Katrena Wells will instruct the first eight weeks of Medical Terminology online from August 18 – October 10, 2014. The second eight weeks will be in hybrid format with the classroom portion of Medical Billing and Reimbursement taught on Friday mornings from 9am – 11:30am in Briggs Technology, Room 100 on the Davidson Campus from October 20 – December 12, 2014 by Shannon Grubb and Heather Watson.

This program prepares an individual for an entry level position in billing and medical reimbursement. The Medical Terminology course introduces the vocabulary, abbreviations, and symbols used in the language of medicine. Emphasis is placed on building medical terms using prefixes, suffixes and word roots structured around the human body systems. Terms from the digestive, urinary, integumentary, and reproductive systems are covered as well as a brief overview of the anatomy and physiology of these systems. Emphasis is on disease, procedural, and diagnostic terms as well as abbreviations. Billing and Reimbursement course topics can include but are not limited to the roles and responsibilities of this position, managed health care, life cycle of an insurance claim, legal and regulatory considerations, coding regulations, reimbursement issues, claim instructions, medical terminology, filing commercial claims, insurance plans, Medicare, Medicaid, Tricare, and Workers’ Compensation.

As part of the training program, students will complete the Certified Medical Reimbursement Specialist Examination offered through the American Medical Billing Association.

The registration and technology fees for the program are $370. The Study Guide and examination fee is $254.40 which is paid at registration as well. Your textbooks, Medical Terminology for Healthcare Providers, 6th Ed., ISBN: 1428314989, and Understanding Healthcare Insurance, 10th Ed., ISBN: 9781111035181 from Cengage Publishing will be provided by the college as a resource and must be returned at the end of class. Students using the college textbooks will need to purchase the course key for Medical Terminology for Healthcare Providers for approximately $45 in the Campus Bookstore one week before the first class. The receipt must be presented as proof of purchase before you receive the textbooks which will be available one week before the class begins in the Public Safety Building room 111A. Students that wish to keep textbooks must purchase them from the Campus Bookstore.
To be eligible to register for this class, the following information must be submitted prior to receiving registration information. The enrollment for this class will be on a first come, first served basis. Once filled, a waiting list will be initiated.

- Documentation of High School diploma or GED
- Placement scores for reading or a copy of a college transcript or exemption from Enrollment Services
- Program Interest Form

Students interested in this course should complete the process above and return completed information to Diane Hedgecock, office 111A in the Public Safety Building on the Davidson Campus. Once the application file is complete, you will be eligible to register for the class.

Please feel free to contact us if you have questions at 336-224-4791 or via e-mail diane_hedgecock@davidsonccc.edu.
Course Description - This program prepares an individual for an entry level position in billing and medical reimbursement. As part of the training program, students will complete the Certified Medical Reimbursement Specialist Examination offered through the American Medical Billing Association.

How do I enroll in this program?
1. Obtain an information packet from Health & Public Safety room 111A in the Public Safety Bldg. on the Davidson Campus. Complete the information packet for admission and return it to Health & Public Safety room 111A.
2. Attach a copy of your high school transcript, GED or Adult High School diploma.
3. Take the College’s placement assessment for reading or visit Enrollment Services to determine your exemption status.
4. Complete a Program Interest Form.
5. Final approval to begin the program is contingent upon meeting admissions requirements.

When do I register for the Medical Billing and Reimbursement class? Once all admission requirements are met, students will be given the course code and may contact Registration at 336-224-4545 or in person on the second floor of the Brooks Student Center on the Davidson campus.

What do Medical Billing and Reimbursement specialists do? Those employed in medical billing and reimbursement must sort and file a great deal of paperwork. The medical billing staff regularly handles all types of insurance claims, including private, Medicare and insurance fraud. Working in medical billing and reimbursement involves handling confidential patient files and medical records on a daily basis and requires employees to be professional and discreet. Collections are also a responsibility of the medical billing and reimbursement department.

What will I learn in class? The Medical Terminology course introduces the vocabulary, abbreviations, and symbols used in the language of medicine. Emphasis is placed on building medical terms using prefixes, suffixes and word roots structured around the human body systems. Terms from the digestive, urinary, integumentary, and reproductive systems are covered as well as a brief overview of the anatomy and physiology of these systems. Emphasis is on disease, procedural, and diagnostic terms as well as abbreviations. Billing and Reimbursement course topics can include but are not limited to the roles and responsibilities of this position, managed health care, life cycle of an insurance claim, legal and regulatory considerations, coding regulations, reimbursement issues, claim instructions, medical terminology, filing commercial claims, insurance plans, Medicare, Medicaid, Tricare, and Workers’ Compensation.

When is the class offered? The program will begin August 18, 2014 and continue through December 12, 2014. Medical Terminology, August 18 – October 10, is the first part of the course and is entirely online. Online assignments are posted weekly. The classroom portion of Medical Billing and Reimbursement begins October 20 – December 12 and will be taught on Friday mornings from 9am – 11:30am on the Davidson Campus, Briggs Technology room 100.
**How much does this course cost?**

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Registration &amp; Technology Fee *</td>
<td>$370.00</td>
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<tr>
<td>Study Guide &amp; Exam Fee *</td>
<td>$254.40</td>
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<tr>
<td>Course Access Key (available at Campus Bookstore one week before class begins)</td>
<td>~$45.00</td>
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* Due upon Registration $624.40

**Textbooks** will be provided by DCCC as a resource and must be returned at the end of the course. Textbooks will be available approximately one week before the class begins and may be picked up in the Public Safety Building room 111A. The course key for Medical Terminology for Healthcare Providers must be purchased at the Campus Bookstore prior to picking up textbooks and the receipt must be presented as proof of purchase before receiving your books.

**Is a high school diploma or GED required to enroll in this course?** Yes. A high school diploma or GED is required before you are eligible to enroll in this course.

**How long is the course?** This continuing education program lasts approximately 16 weeks and consists of two courses: Medical Terminology (120 hours online format), August 18-October 10 and Medical Billing and Reimbursement (180 hours hybrid format), October 20-December 12, 2014. You must take both courses to successfully complete the program.

**Employment Opportunities** – You can work with physicians and with insurance companies. Billing and medical reimbursement is a specialized career within the healthcare profession and there are several different options for those who choose the field. You can specialize in claims, collection, coordination, and a host of other areas particular to the trade. Near the end of the 16 week program an employer will visit the class to discuss job opportunities.

**Contact Information:**
E-mail address: diane_hedgecock@davidsonccc.edu
Phone: (336) 224-4791
Fax: (336) 249-9053
Medical Billing and Reimbursement
Program Interest Form - Fall 2014
Please complete this form and submit it to Health, Wellness & Public Safety Office
Davidson County Community College, PO Box 1287, Lexington, NC 27293

Date __________________

Print Your Name: ________________________________________________________________

Address __________________________ City __________________ State ______ Zip_____

Email ___________________________________________________

Home Phone No. ______________________ Work __________________ Cell __________________

How did you hear about this class?   ____ Advertisement   ____ Corporate Contact   ____ Internet
   ____ Personal Initiative   ____ Recruitment Activity   ____ Referral   ____ Other

For College Use Only
Checklist of MBC items Required for Admission

   ____ High School / GED / Adult High School Diploma Transcripts.
   ____ College Transcript(s) for possible exemption from the Assessment.
   ____ Placement Assessment or Exemption Form from Enrollment Services

Reading ________ (57)

Exemption Form ________
Medical Billing and Reimbursement
Admission Policies and Procedures

The following information is provided in an effort to inform you of the enrollment process as well as the program requirements for the Medical Billing and Reimbursement program. Please read through this information carefully and completely, then complete and submit the completed Interest Form.

ADMISSION REQUIREMENTS

Applicants for admission to the Medical Billing and Reimbursement program must:

1. **Have graduated from High School or have an Adult High School Diploma or have passed the GED** with an equivalency certificate, which meets the minimum requirements, set by the state of North Carolina.

2. **Have taken the College's placement assessment** for reading and achieved minimal acceptable scores or visited Enrollment Services to determine exemption status.

PROCEDURES FOR ADMISSION

1. Obtain a Medical Billing and Reimbursement information packet from the Health Wellness & Public Safety Office in the Public Safety Bldg. on the Davidson Campus. Complete the information packet for admission and return it to the Health Wellness & Public Safety Office, room 111A.

2. Attach a copy of your high school transcript, GED or Adult High School diploma.

3. Take the College's placement assessment for reading or visit Enrollment Services to determine your exemption status.

4. Final approval to begin the program is contingent upon meeting admissions requirements.

5. Once all admission requirements are met, students will be given registration information.
<table>
<thead>
<tr>
<th>Monday Assignments Posted Online (OL)</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/18 Med Term Begins Online (OL)</td>
<td></td>
<td></td>
<td></td>
<td>9-11:30 Briggs Rm 100 On-campus (OC)</td>
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<tr>
<td>8/25 OL</td>
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<tr>
<td>9/1 OL HOLIDAY – college closed</td>
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<td>9/8 OL</td>
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<td>9/15 OL</td>
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<td>9/29 OL</td>
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<td></td>
<td>10/10/14</td>
<td>Last day of class</td>
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<tr>
<td>10/14 ***FALL BREAK</td>
<td>***********</td>
<td>***********</td>
<td>***********</td>
<td>10/17/14 FALL BREAK</td>
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<tr>
<td>10/20 Billing &amp; Reimbursement begins OL</td>
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<td></td>
<td>10/24 9-11:30 am Briggs Rm 100 Bring Med Term books to return</td>
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<tr>
<td>10/27 OL</td>
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<td></td>
<td>10/31 9-11:30 am Briggs Rm 100</td>
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<tr>
<td>11/3 OL</td>
<td></td>
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<td>11/7</td>
<td>9-11:30 am Briggs Rm 100</td>
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<tr>
<td>11/10 OL</td>
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<td>11/14</td>
<td>9-11:30 am Briggs Rm 100</td>
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<tr>
<td>11/17 OL</td>
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<td>11/21</td>
<td>9-11:30 am Briggs Rm 100</td>
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<tr>
<td>11/24 OL</td>
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<td></td>
<td>11/24</td>
<td>Thanksgiving – college closed</td>
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<td>12/1 OL</td>
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<td>12/5</td>
<td>9-11:30 am Briggs Rm 100</td>
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<tr>
<td>12/8 OL</td>
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<td></td>
<td>12/12</td>
<td>9-11:30 am Briggs Rm 100 Bring Billing books to return</td>
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