



Medical Billing and Coding

500 Glamorgan Street, Alliance, OH 44601

Ph: 330-829-2267 Fax: 330-821-3573

www.accrtw.org

Tuition:	\$ 6,475.00
Fees:	
Books	\$ 815.00
Supplies/Technology Fee	\$ 332.00
HeartSaver/CPR Certification	\$ 45.00
Insurance	\$ 18.00
NCCT Insurance and Coding Specialist Certification	\$ 300.00
Graduation	<u>\$ 75.00</u>
Total Due	<u>\$8,060.00</u>

Tuition and fees are subject to change.

Full Time Program

- Approximately 9 months
- 8:30 AM to 3:00 PM
- Monday through Thursday
- Field experience included

The following are to be completed prior to the first day of class:

- Fill out online application at www.accrtw.org
- Pay **\$50.00** application fee, waived for Alliance HS students who graduated in the last 365 days before class start date
- Have a copy of your High School Transcripts or GED Transcripts on file
- Financial Aid: Complete the 2021-2022 online Free Application for Federal Student Aid (FAFSA) form at www.studentaid.gov. School Code **030151**. Sign Award Letter and Enrollment Agreement at ACC office
- Provide evidence of the ability to succeed in the classroom by providing one of the following:
 - Dated within the last five years from class start date, one of the following:
 - High school transcript with a 2.5 GPA or higher
 - ACT Minimum Scores of a Composite: 14, Reading: 14, and Math: 14.
 - SAT Minimum Scores of Reading: 260, Writing: 260 and Math 306
 - GED earned and scores of 155 or higher in each Language Arts and Math
 - High School Equivalency Diploma earned and scores of Reading: 13 and Math: 13 (HiSet test)
 - Workkeys test results showing scores of Workplace Document: 5, Graphic Literacy: 4 and Math: 4
 - Take The Adult Basic Education (TABE) Admissions Test and earn a minimum score of 528 on Reading and 506 on Combined Math. Call the ACC office to schedule an appointment.

Alliance Career Center (ACC) is an equal education and employment institution. ACC admits students of any race, color, national or ethnic origin, religion, sex, age, and disability to all the rights, privileges, programs, and activities generally accorded or made available to students at ACC. It does not discriminate on the basis of race, color, national or ethnic origin, religion, sex, age, disability or any other characteristic provided by state or federal law in the administration of its educational policies, admissions policies, scholarship and loan programs, and other school administrative programs.

Alliance Career Center 900 Hour Medical Billing and Coding Curriculum

Unit 1 Theory Hours: 96 Field Hours: 6	Section 101A <i>Fundamentals of Insurance; Description of a Professional Insurance Specialist; Computer Peripherals, Use and Keyboarding, Time and Stress Management, Effective Coping</i>	Section 101B <i>Introduction to Anatomy and Physiology of the Human Body; Exposure to identifying, dissecting, and understanding medical terminology; Healthcare and Money; Basic keyboarding skills and assessment</i>
Unit 2 Theory Hours: 96 Field Hours: 6	Section 102A <i>HIPAA Policies and Patient Confidentiality, Intro. to Billing and Diagnostic Coding for Diseases of the Eyes, Ears, and Integumentary Systems, ICD-10 and CPT Coding for Burns</i>	Section 102B <i>Examination of Eyes, Ears and Integumentary System; Infection Control and Safety Practices; Infectious Disease Control and Prevention</i>
Unit 3 Theory Hours: 96 Field Hours: 6	Section 103A <i>State and Federal Insurance, Intro to CPT Coding, Diagnostic and Procedural Coding for the Cardiovascular and Circulatory System, Office Communication, Policy and Procedure, Intro to Surgical and Anesthesia Coding</i>	Section 103B <i>Structure and Function, Medical Terminology, and Disease and Disorders of the Cardiovascular, Circulatory and Lymphatic Systems</i>
Unit 4 Theory Hours: 96 Field Hours: 6	Section 104A <i>Basic Math Applications, Office Payroll Processing, Intro. to CMS-1500 form, Phone Triage, Scheduling and Documentation, Respiratory and Neurological System Coding</i>	Section 104B <i>Examination of the Anatomy, Physiology and Terminology related to the Respiratory and Nervous Systems</i>
Unit 5 Theory Hours: 96 Field Hours: 6	Section 105A <i>- Private Insurance, The Blue Plans, Conflict Resolution, ICD-10 and CPT coding for the Urinary System, ICD-10 Coding for Mental and Behavioral Health, External Causes of Injury</i>	Section 105B <i>Anatomy, Physiology and Terminology related to the Urinary System, Diseases and Disorders of the Urinary System, Fluids and Electrolytes Balance; Mental and Behavioral Health, and Stress Management</i>
Unit 6 Theory Hours: 96 Field Hours: 6	Section 106A <i>Daily Office Operations, Claim Processing, Math Applications, Diagnostic and Procedure Coding for the Digestive and Endocrine System</i>	Section 106B <i>Structure, Function and Disease Processes of the Digestive and Endocrine Systems; Digestive and Endocrine System terminology; Importance of Proper Diet and Nutrition</i>
Unit 7 Theory Hours: 96 Field Hours: 6	Section 107A <i>Worker's Compensation and Disability Claims, HCPCS, Evaluation and Management Coding, Professionalism, ICD10 and CPT coding of the Musculoskeletal System</i>	Section 107B <i>Composition, Function and Terminology of the Human Skeleton and Muscular Systems, Professionalism and Customer Service in the Office</i>
Unit 8 Theory Hours: 96 Field Hours: 6	Section 108A <i>Office Management, Career Prep and Readiness, Infectious Disease, ICD10-CM and CPT Coding for the Reproductive System and Perinatal Period</i>	Section 108B <i>Study of Growth and Development, Reproduction and Reproductive Disease, Genetics and Genetic Anomaly, Chromosomal Abnormality</i>
Unit 9 Theory/Lab Hours: 84	Section 109 <i>Comprehensive Review, Interview Preparation, CPR and BLS for the Healthcare Professional</i>	

BOOK LIST 2021-2022

ICD-10-CM Expert 2021 for Providers & Facilities- 1st Edition
 CPT 2021 (CPT/ Current Procedural Terminology)- 1st Edition
 Fordney's Medical Insurance Text and Workbook- 15th Edition
 Pearson's Comprehensive Medical Coding- 2nd Edition
 Medical Office Management- 2nd Edition
 Simchart for Medical Office- 1st Edition
 The Human Body in Health & Disease- 7th Edition/Book & Workbook
 Exploring Medical Language/Flash Cards- 11th Edition
 Lippincott Pocket Drug Guide for Nurses- 9th Edition