



# Medical Billing & Coding / Insurance Specialist

## Course Overview

This 120-hour course trains students to interpret official medical records and translate them into codes which can then be submitted to insurance companies for payment. Since codes determine the amount that the physician is paid for his or her services being detail oriented in this field is imperative. Some of the topics that will be discussed include, but are not limited to, medical terminology, insurance claims completion, procedural & diagnostic coding, medical legal issues, and ICD-10 CM, ICD-10 PCS, CPT and HCPCS coding systems.

**Admissions Office**  
479-750-9876  
1-800-785-9876

**Springdale Campus**  
3889 Willowood Ave.  
Springdale, AR 72762  
Phone: 479-750-9876

**Fort Smith Campus**  
Greenpointe Center  
4300 Rogers Ave., Ste 42  
Fort Smith, AR 72903  
Phone: 479-424-1176

## Admission Requirements

- Complete, submit and agree to terms in the “Class Registration Form” and this Program Bulletin.
- Must be at least 17 years old. If under 18, parents must sign the registration form.

## Tuition, Fees and Certification

- \$50 – Non-refundable Registration Fee (due at time of admission, transferrable one time)
- \$1,950 – Tuition
- \$490 – Textbook including Manuals (may be purchased at the school)

**TOTAL:** \$2,490

## Additional Fees

- \$110 – AAH National Certification, due on last day of class

## Payment Plans / Financial Assistance

Tuition is due before class begins; however, if desired, students may pay 50% of their tuition before beginning class and the remaining balance mid-way through class. There will be a 2% additional charge added to the tuition if using this payment plan. Please contact the admissions office for information on financial assistance.

## Required Text

- Insurance Handbook, Text & Workbook, for the Medical Office
- Medical Terminology: A Short Course
- Bucks Step by Step Medical Coding, Text & Workbook
- ICD-10-CM for Physicians
- CPT Professional Ed