



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, Books and Fees

- \$50 – Non-refundable Registration Fee (due at time of admission, transferrable one time)
- \$2,200 – Tuition
- \$590 – Textbook including Manuals (may be purchased at the school)

TOTAL: \$2,840

Certification Fees

- \$105 – AAH National Certification (payable to AAH after last day of class)

Payment Plans / Financial Assistance

Tuition is due before class begins. Students desiring a payment plan may pay before class begins a 2% of tuition fee & 50% of their tuition and lab fee; and the remaining balance midway through class. Please contact the admissions office for more information on Payment Plans and financial assistance.

Required Text

- Insurance Handbook, Text & Workbook, for the Medical Office, 16th Edition
- Medical Terminology: A Short Course, 9th Edition
- Bucks Step by Step Medical Coding, Text & Workbook
- ICD-10-CM for Physicians
- CPT Professional Ed

Training Location: All Classroom and Lab training will be held at Petra locations. Training materials and equipment needed for course study will be provided. Classes that require clinical or externship time will be conducted at approved sites that have a *Clinical Site Agreement* with Petra Allied Health, Inc.

Class Schedules: Class schedules are posted and available at Petra campuses and online at www.PetraAlliedHealth.com. **Program availability will vary based on school location. Please refer to the appropriate school schedule to determine what programs are offered at your location.** Petra will not hold classes on the following days: Easter Monday, Independence Day, Memorial Day, Labor Day, Thanksgiving Day, Black Friday (Day After Thanksgiving), and December 25th – January 1st.

Equal Opportunity Institution: At Petra Allied Health educational opportunities and performance decisions are made on the basis of merit and without discrimination to race, color, religion, sex, national origin, age, disability or genetics. Prospective students should be aware that each program offered by Petra leads to employment in fields where certain physical abilities are essential.

School Policies and Procedures

Student Withdrawal/Refund Policy: Students must contact the admissions office and fill out an *Official Withdraw Form* in order to withdraw from a class. Students who withdraw from a class will receive an "Incomplete" on their transcript for that class. In accordance with the Petra Allied Health Refund Policy, in the event of a withdrawal by the student or dismissal by Petra Allied Health:

- All refunds will be made to the student no later than thirty (30) calendar days after the student withdraws from the class. The effective withdrawal date is considered the last day the student attended class.
- Tuition and lab fees will be subject to the Refund Policy. Books and uniforms will be non-refundable. Exam fees will be fully refunded, unless the student has already scheduled to take the exam.
- At completion of less than 25% of the program, the refund on tuition will be made on a pro rata basis
- At completion of 25% but less than 50% of the program, the student will be refunded 50% of the tuition
- At completion of 50% but less than 75% of the program, the student will be refunded 25% of the tuition
- At completion of 75% or more of the program no refund is due to the student.

Attendance: Students are required to attend a minimum of 85% of their class time and 100% of their clinical or externship time (CNA students must attend 100% of the class and clinical time). In the event of a missed class session, students are responsible for contacting their instructor in order to make up work they missed. Students who have unsatisfactory academic progress due to excessive absences or tardiness will be subject to academic probation and/or dismissal from the class. A Leave of Absence will not be permitted if more than 15% of the class work will be missed; students will need to withdraw from the class and re-enroll in a future class.

Class Cancellation/Inclement Weather Policy: Petra Allied Health, Inc. will not be held liable for failure to provide a class if the failure is the result of any cause beyond the control of the school (i.e. civil disruption, natural disaster, etc.). The school reserves the right to postpone classes that do not have enough students registered to be economically feasible; students will be notified before the first scheduled class period if the class is postponed. In the event of inclement weather, follow us on Facebook (Petra Allied Health) and Instagram (@PetraAlliedHealth) to get the most up to date information on whether or not classes are cancelled.

Credit for Previous Training/Work Experience: If a CNA student withdraws from a class they must re-enroll within 30 days to receive previous training credit. If an Allied Health student withdraws from a class they must re-enroll within six months to receive previous training credit. Credit will not be given for previous work experience or prior training that does not follow the guidelines above.

Evaluation of Academic Progress: Student's will be given a final grade on a pass, fail, or incomplete basis. In order to pass a class, the student must demonstrate proficiency in required skills and have a 60% average on written tests. A student will be placed on academic probation when his/her cumulative grade is below 60% at Mid-Term, has been absent for more than 10% of the program duration, or performance is considered unsatisfactory. The student will be expected to progress academically or they will be dismissed from the class.

Student Conduct: Any student whose conduct is unbecoming of professional standards will be subject to academic probation or dismissal. Under no condition will firearms, weapons, alcoholic beverages, illegal drugs, or persons under the influence of alcohol or drugs be permitted on school premises; any violation of this policy will result in dismissal from the class on the first offense. Students engaged in academic dishonesty, stealing, interrupting classes or disturbing normal school operations are also subject to dismissal from class. Students should refer to the *Student Externship and Clinical Agreement* for behavioral expectations in clinical areas. Students may dress "casually nice" (but non-revealing/decent) for class, but must wear the student uniform during Lab, Clinical or Externship times.

Student Grievance Procedure: A copy of the student grievance procedure is posted on the school bulletin board and available in the admissions office upon request. A student wishing to file a complaint may do so by contacting the appropriate School Manager or by emailing COO@PetraAlliedHealth.com. Petra Allied Health, Inc. is licensed by the Arkansas Division of Higher Education (ADHE 423 Main Street, Suite 400, Little Rock, AR 72201, email: DHE.Private.Career@adhe.edu). If a student does not believe Petra took the appropriate action in resolving a grievance, the student will have the right to file an appeal with the ADHE.

Student Insurance, T.B. Testing: Petra Allied Health's actively enrolled students are covered under Petra's student professional liability insurance. Actively enrolled meaning that the student is currently attending the course. Insurance coverage is applicable to the student role only. Students who attend clinical/externship may be required to have a current Tuberculosis (TB) test, showing negative results. In the case that a TB test is required for clinical, TB test results will have to be provided to the class instructor prior to attending clinical.

Financial Assistance: Petra partners with many different government and private organizations that assist students in funding their education. A list of available assistance, scholarships, payment plans, and loans can be found on PetraAlliedHealth.com or at any Petra campus.

Employment Information Assistance: Petra Allied Health is glad to communicate known employment opportunities to students, as well as speak with potential employers that may have questions regarding Petra programs. However, Petra does not guarantee student job placement upon graduation.

Visitors: Visitors are welcome to come by the admissions office to obtain information or they can make an appointment to tour the school. To maintain safety, visitors have limited access to only the admissions office. Only actively enrolled students will be allowed to stay in the building during class hours. Children are not allowed to remain at the school.